

Annexure XIV
Full and Final Settlement Form

Employee Name: _____ Employee No.: _____ Designation: _____
 Department: _____ Location: _____ Reporting to: _____

Human Resources:	Date of Joining : _____ Date of Resignation : _____ Date of Relieving : _____ Return of Library Books: Yes <input type="checkbox"/> No <input type="checkbox"/> Notice period required (as per Appt. Letter): _____ Notice period served: Yes <input type="checkbox"/> No <input type="checkbox"/> Notice pay waiver: Yes <input type="checkbox"/> No <input type="checkbox"/> Notice pay recovery : No. of Days _____ Leave Balance : No. of Days _____ Net payable / recovery: No. of Days _____ Any Other: Sign. of Regional HR Rep.: _____ National Head – HR Approval: _____
Employee’s Department	Vendor payments & bills cleared: Yes <input type="checkbox"/> No <input type="checkbox"/> Handover complete: Yes <input type="checkbox"/> No <input type="checkbox"/> Signature of the Line Manager : _____ Signature of the HOD / Branch Manager : _____
Information Technology	Return of Software: Yes <input type="checkbox"/> No <input type="checkbox"/> Password Inactivated: Yes <input type="checkbox"/> No <input type="checkbox"/> Laptop Returned: Yes <input type="checkbox"/> No <input type="checkbox"/> Return of ID / Access card: Yes <input type="checkbox"/> No <input type="checkbox"/> Any other : _____ Signature of IT Rep. _____

Administration:	<u>Surrender of:</u> 1) Company owned vehicle : Yes <input type="checkbox"/> No <input type="checkbox"/> 2) Keys : Yes <input type="checkbox"/> No <input type="checkbox"/> 3) Calculator etc. : Yes <input type="checkbox"/> No <input type="checkbox"/> 4) Telephone Bills : Yes <input type="checkbox"/> No <input type="checkbox"/> 5) Mobile Phone / Sim card (if any) returned : Yes <input type="checkbox"/> No <input type="checkbox"/> 6) Any other: Signature of Regional Admin. Rep.: _____
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Signature of the Employee:

Date:

Future Correspondence Address:

Contact Nos. (Tel./Mobile):

The form needs to be taken to departments in the sequence it is formed. The form in the end needs to be submitted to HR by outgoing employee. HR in turn will submit it to the accounts department for further processing.

FINANCE: Regional Accounts / Payroll:	1. Medical : 2. Travel : 3. Imprest : 4. Any other : 5. Salary Advances: 6. Loans : 7. LTA : 8. Any other : 9. Total to be paid / recovered from the employee : Signature of Reg. Accts. Rep. _____
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Guidelines for the Outgoing employee:

The resignation letter must be submitted to the Reporting Manager. The same should be forwarded by Reporting Manager with due recommendations to his Supervisor and then to Branch Manager / Department Head with a copy to National Head - HR.

HOD and Head HR shall be the final approving authorities.

In case of resignation acceptance by the Company, HR will issue a Resignation Acceptance Letter mentioning the date of relieving well in advance soon after receiving the original resignation letter with HOD's and Head HR approval.

To enable the Company to issue you the Full and Final Settlement Cheque, you need to observe the following guidelines:

The Full & Final Settlement Form shall be issued to outgoing employee by the **Corporate – HR** as soon as Resignation Acceptance Letter is issued by **Corporate – HR** (but not more than 4 weeks before the relieving day).

It is **outgoing employee's personal responsibility** to get this Full and Final Settlement Form duly signed by all concerned before leaving the Company.

It is outgoing employee's personal responsibility to make sure that the Full and Final Settlement Form duly signed by self and all the concerned signatories must reach regional HR person at least 72 hours (3 working days) before your last working day.

Inability to do so will eventually lead to inordinate delay in your clearance. In case the person leaves the company without getting the Full and Final Settlement Form signed by the all concerned signatories, he / she still will have to take the personal responsibility of completing it through her / her own follow-ups from outside Encompass.

Outgoing employees at Hyderabad, Chennai & Kolkata must route this Form (after getting all local signatures) to Regional HR Representative and make sure that the following is enclosed with the Form (before sending it to the Regional HR Representative):

1. Any issued Library Book
2. ID / Access Card

Regional HR in turn will forward the F&F Form to the Regional Accounts department.

Regional HR representative to make sure the following is submitted to Corporate HR for the closure of employee file:

- Copy of full & final settlement form
- Full & final settlement letter issued with the cheque or for returning the dues to the company.
- No dues & relieving letter issued to an outgoing employee.

Corporate HR – based at Gurgaon

Regional HR Representatives – Based at Gurgaon (includes Kolkata),
Mumbai &
Bangalore (includes Hyd. & Chennai)