

# Separation Policy for GSFC University Employees



**GSFC**  
**UNIVERSITY**  
EDUCATION RE-ENVISIONED

---

## Revision Details

Sr. No	Revision Number	Revision Date	Prepared By	Approval By	Remarks
1	00	-	HR- GSFCU	Director (Administration)	Effective from 09.12.2020

**Contents**

<b>PREAMBLE:</b>	4
<b>DEFINITION (SEPARATION)</b>	4
<b>OBJECTIVE (as the policy provides set manner and procedure)</b>	4
<b>APPLICABILITY</b>	4
<b>IMPLEMENTATION</b>	5
<b>SEPARATION PROCESS</b>	5
<b>Formalities to be done by the Employee:</b>	5
<b>Formalities to done by the Reporting Authority, Final Sanctioning Authority and HR</b>	6
<b>RULES PERTAINING TO SEPARATION</b>	7
<b>ELIGIBILITY TO REHIRE</b>	8
<b>EXIT SURVEY</b>	8
<b>ANNEXURE- I</b>	9
<b>ANNEXURE- II</b>	10
<b>ANNEXURE- III</b>	12
<b>ANNEXURE- IV</b>	14

**1. PREAMBLE:**

The Policy guideline defines set procedures for all aspects of voluntary and involuntary separation i.e. employee resignation, termination, retirement, death, abandonment of employment, ill health, etc. The policy is aimed to ensure smooth separation of the Employees from GSFC University (GSFCU).

When an employee decides to separate from the University it is essential to identify and analyze the reasons of employee separation & also to try and retain good performers. In accordance with the newly introduced Exit Process, information collected through employee exit interviews may be used for research purposes, documentation, identifying potential problem areas, and to improve personnel practices and overall work environment.

Further the University is expected to provide a process for the effective separation or termination transparent and fair process, the provision of associated entitlements, and clear communication of important and sensitive Information.

All Information relating to the termination of employment or separation of Employees will remain confidential to those involved in the process.

**2. DEFINITION (SEPARATION)**

Employee separation is the process of efficiently and fairly terminating workers. Separation means cessation of service or agreement with the organization for one or another reason.

**3. OBJECTIVE (as the policy provides set manner and procedure)**

This policy explains the complete exit process to be followed during separation from the University. And generally outlines the following:

Uniform procedure in which University Staff shall have to separate from University employment and ensures that the exit, termination and separation of Employees are managed efficiently and effectively, and in compliance with the provisions of the University and employee agreements.

To ensure the safeguarding and retrieval of University assets and resources by reducing labor costs, Replacements of poor performances, Increased Innovation and providing opportunity for greater diversity.

**4. APPLICABILITY**

The policy is applicable to all regular Teaching and Non-Teaching staff including those who are appointed on adhoc basis.

Upon separation from the University, all employees are required to mandatorily follow the separation process as defined.

This policy is not applicable to any person who is associated with the University for the completion of a particular project or for providing any consultancy services or who has been deputed from any other organization.

## 5. IMPLEMENTATION

Implementation of this policy is the responsibility of the Human Resources division of the University.

## 6. SEPARATION PROCESS

### a. Formalities to be done by the Employee:

- ✓ An employee wishing to resign must submit his resignation letter in written format stating their name, designation, letter date, and date of resignation/relieving, reference of appointment letter. We encourage the employee to state their reasons for resignation as well.
- ✓ The employee should submit the letter of resignation through the Immediate Reporting Officer (IRO) to the Final Reporting Authority (FRA).
- ✓ On receipt of resignation acceptance letter, an employee shall be issued the Handover Charge Form (**Annexure- I**) and Clearance Certificate Form (**Annexure- II**) by the HR division for obtaining “No Dues” from various divisions and He/She has to clear all dues by taking signature of concerned persons and submit the same to HR division on last working day.
- ✓ The workflow of Resignation shall be as follows:

#### **Teaching Staff:**

Dean → Provost → Dy. Director (Administration) → Director (Administration) → HR

#### **Non-Teaching Staff:**

Dy. Director (Administration) → Director (Administration) → HR

- ✓ By their last day of work, employees are required to turn in all University property (whether original or in duplicate, i.e. Hard and Soft copy) to their Immediate Reporting Authority, including, but not limited to, University identification, office keys, tools, University-provided cell phones/sim cards, laptops, and other equipment, documents, policy or practice manuals, records, files, books, written materials, electronic information, software packages, computer

disks, data storage devices, and all other University Property in the employee's possession or control.

**b. Formalities to done by the Reporting Authority, Final Sanctioning Authority and HR**

- ✓ After receiving resignation from an individual, the Immediate Reporting authority shall forward the resignation with clear recommendation of acceptance/rejection to the Final Sanctioning Authority within maximum two (2) working days .
- ✓ The Reporting Authority shall give specific acceptance/rejection of resignation and check for relieving date in case of specific requirement on part of the employee and recommend the same to the Final Sanctioning Authority.
- ✓ The Final Sanctioning Authority shall forward the letter of resignation through Director (Administration) to the Human Resources division within maximum two (2) working days for inclusion in individual's file and further processing.
- ✓ On receipt of the resignation as above, HR within seven (7) working days shall issue a letter of acceptance of resignation with expected date of relieving and entitlement of leaves during notice period or the rejection of resignation as the case may be after discussing with the President/Provost/Director (Administration), as applicable
- ✓ The Reporting Authority should ensure that job responsibilities are handed over to the replacement /other suitable employee, if any.
- ✓ The Clearance Certificate will be checked by HR for completion, the same will not be accepted in case form is incomplete or HOD approval is not received for the exit. Clearance certificate will be sent back to the concerned Reporting Authority. HR will also check all details mentioned in Exit Checklist at the time of relieving (**Annexure- III**)
- ✓ In case an employee resigns, it is mandatory to conduct an Exit Interview. Exit interview data needs to be captured in the format attached at **Annexure- IV**.
- ✓ For employer initiated separation, exit interview may not be necessary but all the other formalities need to be completed.
- ✓ A Relieving Certificate shall be issued to an employee only on having approval from his/her Reporting Authority and after ensuring that all exit formalities have been completed.
- ✓ The HR should ensure that the employee's login id (Employee ID, Email ID, AMS ID, access to Whats app groups, Faculty Profile, Group mail etc) gets blocked with support of IT Team immediately after office hours of the last working day of the employee.
- ✓ Once HR receives intimation of an employee's resignation, his/her salary for that particular

month shall be kept on hold and same shall be released within seven (07) working days from the relieving date after due deductions, if any

- ✓ Employees shall have all access removed on the separation date. In the event that the separation conditions, as communicated by HR division, are not followed, access may be terminated sooner. After discussing with the Reporting Authority to assess any risk the HR division in consultation with the President/ Provost / Director (Administration) may choose at their discretion to remove access prior to any communicated date.
- ✓ All access to files, servers, social media, and shared service accounts will be removed on the separation day. This day is identified and reported to the IT Head by Human Resources. Access to the management of administrative data is also removed.
- ✓ Employee's name along with family member's details to be removed from Group Medclaim Insurance scheme by HR on the same day
- ✓ In case any administrative access/details required by the separated employee, the details required by the separated employee may be shared by HR after necessary approval from the President/ Provost / Director (Administration)
- ✓ Employee's name along with family member's details to be removed from Group Medclaim Insurance scheme by HR on the same day.
- ✓ HR has to enter his/her exit date in the PF portal, so that he/she can claim for his/her PF amount.

## 7. RULES PERTAINING TO SEPARATION

- ✓ An employee can resign from the services of the University by giving one month notice period specified in their employment terms/agreement
- ✓ The notice period is to assist in the transition of their work and responsibilities to their colleagues. In case an employee wants to get relieved early by paying the Salary equivalent to his reduced Notice of One month, he/she must specify in the resignation the last day on which he /she intends to get relieved. GSFCU is not bound to consider such a request and may or may not consider it without assigning any reason.
- ✓ The employee should give timely notice of intent to resign from employment in accordance with their terms of appointment. **Typically employees are expected to/should work through their resignation period including their last day on the job.**
- ✓ Any employee can avail maximum three (03) Casual Leaves/ *Leaves on Medical basis* during Notice Period. If employee avails any other leave during notice period, then notice period shall be extended by the number of leaves availed.

- ✓ After submitting resignation, Employee has to clear all advances/outstanding dues or any other possessions provided by GSFCU during notice period. If an employee fails to do so, his/her monthly salary of that particular month shall be kept on hold and the Full and Final amount along with the balance notice period shall be paid to the employee within 7 working days from date of relieving.
- ✓ Relieving and Service Certificates shall be issued after completion of all exit formalities, i.e. Dues/recoveries, Laptop recovery amount, University assets, etc
- ✓ No pay out of earned leaves or other leaves shall be made.
- ✓ If the separation is not immediate or is voluntary, e-mail access is allowed through the communicated separation date, in consideration that the employee complies with all use conditions as communicated at the time of separation.
- ✓ Any employee can withdraw the submitted resignation prior to the official acceptance letter issued by HR. However there is no obligation on part of GSFC University to accept withdrawal of resignation. However, the decision depends on the justifications of the employee's earlier stance and reiterating his/her desire to stay with the University.

## **8. ELIGIBILITY TO REHIRE**

Employees who leave GSFC University in good standing with proper notice may be considered for rehire. Former employees must follow the normal application and hiring processes and must meet all minimum qualifications and requirements of the position, including any required qualifying exam. Rehired employees will not retain previous tenure or any other benefits. Employees who are involuntarily terminated by GSFC University for cause or who resign in lieu of termination are ineligible for rehire. In addition, employees who resign without providing adequate notice or who abandon their job will not be considered for rehire.

## **9. EXIT SURVEY**

As part of the separation process, employees have to complete Exit Survey before leaving the University. The information in the form is generally used only in the aggregate to determine employment trends and identify problem areas. Individual confidentiality will normally be maintained, except when disclosure is required by law.

The University will provide an opportunity for all voluntarily terminating Employees to participate in a confidential exit survey or interview to discuss the organization's strengths and weaknesses, provide feedback about their reasons for leaving and to assist with better understanding the variety



of experiences of working at the University. Designation wise Exit survey shall be carried out by following personnels on last working day:

1. All Junior mgmt staff and up to Teaching Assistants- **HR**
2. Assistant Professors and above- **Dy. Director (Administration)/Director (Administration)**

#### **10. FULL AND FINAL SETTLEMENT**

1. Full & Final settlement will be processed post completion of exit formalities. Calculations will be made based on the number of days' the notice period is served, number of leaves taken & leave adjustment recovery, if any. The entire payment is done in month following the exit month subject to other recovery, asset damages, FNC Electrical charges, Laptop recovery, library dues, etc.
2. If the salary amount with University is less than recovery amount then Employee has to clear and pay all dues during notice period before leaving University.
3. Relieving and Service Certificate shall be issued after completion of all exit formalities within 10 working days from the date of relieving/

\*\*\*\*\*

#### **ANNEXURE- I**



### **Hand Over Charge Details**

Sr. No.	Unfinished Tasks	Progress of said tasks	Un Finished Tasks handed over to

Remarks:

---



---



---

**Note:** I have understood the above pending tasks. I also have handed over all related documents/files/folders in soft or physical form.

**Handed over by**  
**Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**Received by**  
**Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**ANNEXURE- II**

GSFC UNIVERSITY CLEARANCE CERTIFICATE
--

- 1. Name of Employee : \_\_\_\_\_
- 2. Designation : \_\_\_\_\_

- 3. division/Unit : \_\_\_\_\_
- 4. Employee Code Number : \_\_\_\_\_
- 5. Date of Leaving : \_\_\_\_\_
- 6. Reason of Leaving : \_\_\_\_\_
- 7. Address for future Correspondence : \_\_\_\_\_
- 8. Remarks of Head of division : \_\_\_\_\_

Sr. No .	Name of division/Unit/Institution	Particulars of dues with amount, if any	Signature of Dept./Sectional Head/authorized person
1	Fertilizer Nagar Council		
2	Finance/Accounts division		
3	Procurement/Store division		
4	Library In-charge (GSFC-U)		
5	Library In-charge (GSFC-LTD)		
6	Personnel division/HR		
7	Facility/Administration division		
8	IT division(GSFC-U)		
9	Medical Center		

**NOTE:** This is clearance is to be submitted to Finance/Accounts division, after obtaining clearance from the above divisions.

Sign of Reporting Authority: \_\_\_\_\_

Other Notes:

**Employee Signature:**

**Last Date:**

**\* Signed duly by Employee, copy submitted to HR for F&F settlement.**

**Head of division / H.R.**

We hereby confirm that we do not have any objections to clearance of dues of Mr./Ms.\_\_\_\_\_ We also confirm that all property of the university entrusted to him/her during the tenure of service has been recovered and there is nothing against the individual as on date.

\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
(Date)

**ANNEXURE- III**

**Employee Exit Checklist**

Name of Employee: \_\_\_\_\_  
 Emp. Code: \_\_\_\_\_

Date: \_\_\_\_\_  
 Division: \_\_\_\_\_

Each of the items below must be returned/completed upon termination/relieving and before issuance of final pay.

<b>Return</b>		<b>Complete</b>	
ID Card		Final Timesheet (Attendance)	
Gate Pass/Visitor Pass		Clearance Certificate	
Visiting Card		Relieving Order	
Company Documents (Important)		Service Certificate	
Desk/Drawer Keys		F & F settlement	
IT Assets (If any)		Others	
Quarter/Hostel vacancy Report			

Comments:

---



---



---

**Signature of Employee:** \_\_\_\_\_ **Signature of HR:** \_\_\_\_\_

**ANNEXURE- IV**

Exit Emp Code: \_\_\_\_\_

Name : \_\_\_\_\_

Designation/School: \_\_\_\_\_

IRO Code & Name: \_\_\_\_\_

Reason for Exit	New Organization Details (Optional)				Based on your experience, how would you rate the work environment at GSFC-U?	How was your relationship with your IRO?	What did you like <u>most</u> about your employment experience at GSFC-U?	What did you like <u>least</u> about your employment experience at GSFC-U?	Any other comment	Emp Code & Name of HR (Interviewer)
	Name :	Designation / Grade:	Salary Offered:	Location:						

Signature:

Date: