

Dear colleague

For the purpose of clarity we have revised the exit clause in your terms and conditions of your appointment with the organization

Exit process:

You may seek to terminate your appointment with Organization or vice versa, without giving any reason thereof at any time during your tenure. The party initiating termination will be required to give 2 months' notice or pay there in lieu of. This is applicable to on probation and confirmed employees equally.

It is understood that all the incomplete tasks will be attended to prior to leaving

If the organization initiates termination it will be bound by the above mentioned condition. If you initiate termination, the organization reserves the right to waive off the notice period, in which case the notice pay provision will not apply to either party

Also Students' well being is paramount hence you will be relieved only at the end of semester if you resign during the ongoing semester.

However, if you insist to leave before the semester ends, organization reserves the right to levy the penalty up to two months' of basic pay, additionally at the discretion of competent authority.