



**TRANSMISSION CORPORATION OF ANDHRAPRADESH LIMITED**

## **Employee Separation Process Policy**

### Confidentiality Statement

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### Document Control

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## 1. Introduction

**Employee Separation:** The end of working relationship with organisation (APTRANSCO), it includes resignation by employee, voluntary retirement, Compulsory Retirement, Superannuation of employee and termination of his employment by the Employer.

### Purpose

To protect the organization's interests as part of the changing or terminating employment and ensuring of controls in employee separation to meet relevant legislations.

### Scope

Based on need, specified sections of this process manages separation of regular / Contractual employees of AP Transco.

## 2. Intended Audience

This process is addressed to every person entrusted to access APTRANSCO premises and IT/OT infrastructure and resources including Contractors, Consultants, Trainees, Vendors and Subcontractors etc.

## 3. Inputs

- Resignation by employee
- Voluntary Retirement
- Compulsory Retirement
- Superannuation of employee
- Termination of Employment

## 4. Roles and Responsibilities

Role /Designation	Responsibilities
Establishment Section in HR.	<ul style="list-style-type: none"> <li>• Issuance of orders</li> <li>• Updating of Employee Database</li> <li>• Employees Settlement</li> <li>• Employee Claims and advances</li> <li>• Issuance of service certificate</li> </ul>
Competent authority as defined by the approved delegation of power.	<ul style="list-style-type: none"> <li>• Acceptance of Resignation, voluntary retirement</li> <li>• Issuing orders of Superannuation, compulsory retirement and employment termination.</li> </ul>

HOD of IT wing, HR Wing.	<ul style="list-style-type: none"> <li>• Revoke access rights on separation in data base.</li> </ul>
Concern HOD's / Concerned controlling office.	<ul style="list-style-type: none"> <li>• Issuing Relieving orders.</li> <li>• Acceptance of employee reliefs.</li> <li>• Making alternate arrangements.</li> </ul>

## 5. Tasks

### 5.1. Managing Separation

- The controlling officer asks the employee to formally submit his/her resignation in writing (if not done already).
- Employees resign from his/her designation by submitting to controlling office in a written resignation addressed to the APTRANSCO Management
- As soon as an employee resigns, the controlling officer shares the relevant details (resignation date, relieving date along with the employee details) with the following stakeholders:
  - APTRANSCO Management through Concerned Head of Department
- An employee who has submitted resignation will not be relieved of their duties until and unless the resignation is accepted by the Competent Authority and the same is communicated in writing to all concerned.
- In case an employee leaves without completing relieving formalities and/or serving the required notice period, he/she is termed as an 'absconding employee' and strict disciplinary action shall be taken against him/her as per the Company norms.
- An employee is 'relieved' from the Organisation only if a relieving order was issued by the concerned authority.
- Before the employee leaves, the controlling officer must devise a plan that captures his/her knowledge – explicit knowledge (typically process documents, manuals, emails, folders, etc.) and tacit knowledge (which either needs articulation/documentation or must be transferred through a process of discussion and observation by the other employees who are taking over the charge/responsibilities).
- The controlling officer reiterates the importance of the non-disclosure agreement (signed at the time of hiring) to the employee before he/she leaves.
- After receiving necessary orders from higher Management, the controlling officer is the authority to relive his subordinate.
- The relived employee must handed over his belongings

- i. All type of login credentials for e-office, e-mails ,SAP ERP and other Passwords etc.,
  - ii. Official ID card
  - iii. Office records & resources
  - iv. Handing over of all type of equipment's.
  - v. Handing over of Physical access control cards if available including PIN numbers.
- Once informed, the IT and HR Department will initiate suitable action for controlling/removing employee's access to company's information resources (both logical and physical access), in consultation with the reporting officer of the employee.
  - Final settlements for relived employee will be done after obtaining "No dues Certificate" from the relevant departments.
  - All the separated employee is required to handed over / return IT/OT assets under their control/ Jurisdiction.

## 5.2. Information Security responsibility

- The Concerned HOD / controlling officer review the access rights of the employee and take all prudent precautions which ensure protection of the Company's confidential information and curtail the employee's access to areas which are essential for the knowledge transfer process.
- This guideline is applicable for scenarios like movement to a different role and/or premature/planned termination of a contract or fixed term association.

### Output

- All logical and physical access of the employee to APTRANSCO Information resources are removed.
- All IT resources in possession of the employee, if any, are returned to Organisation.