



MAHARASHTRA METRO RAIL CORPORATION LTD.
(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)



permanent/ present address. They will not be allowed to withdraw the resignation even if they return within the notice period for duty.

13.10 An employee may resign from his employment in Maha Metro by giving notice of not less than three months (90 days). Requests for waiver of notice period shall normally not be entertained, however based on merit of case the same may be accepted at the sole discretion of MD. If application is forwarded officially for Government organizations, efforts will be made to accept the resignation within the stipulated period of receipt of notice. If employee wants early relieving (i.e before 90 days), they can be allowed to do so with the approval of the competent authority by making payment for the balance period which will be Basic + DA. The concerned controlling officer will make necessary arrangement for early relieving. Each Controlling officer of the employee will ensure for proper handing over by the employee before relieving. The original copy will be sent to HR department compulsorily.

13.11 Since resignation from service is a major decision on the part of employee, proper application of mind should be made by the employee concerned before putting papers for resignation. Other than the three months notice period, no further extension of time for resignation shall be permitted. The employee can decide to withdraw the request of resignation for genuine reasons within the notice period. Maha Metro reserves the right to accept the withdrawal or otherwise if management approval for acceptance of resignation has been communicated to the employee. However, re-tendering of resignation within a short spell of time (i.e. less than one year) will be viewed seriously by the administration and a mention to this effect will be made in the relieving certificate of the employee concerned.

13.12 The concerned controlling officer shall direct the employee/staff, tendering resignation, to contact HR Department for ascertaining dues like Bond amount, training cost, short notice period amount (if any), and other dues etc. After settlements of pending dues in his name, the final relieving order will be issued by the HR Department on submission of "No Due Certificate" on prescribed format, Proforma-'C', in original. No dues of different department must be obtained from the nominated officials only and within the notice period.

13.13 If an employee resigns without intimation/ prior notice and absents himself without approval, his controlling officer shall inform immediately to HR telephonically/ through SMS and afterwards in written, so that undue payment to him may be stopped timely.

14. RE-JOINING AFTER RESIGNATION:- The following aspects shall be governing the request of ex-employees who want to rejoin Maha Metro after resignation and leaving the organization.

The re-joining of ex-employee will be at the discretion of the management and not a right of the ex-employee. Generally it will be discouraged, however, based on merit of case, re-joining may be considered by the Management on the following conditions:-

S. No.	Nature of Power	Director	ED/ HOD	Dy. HOD	Remarks	
	probation.				convenor to put up recommendations for non-executives and a committee of 3 HODs with one HOD of HR department to put up recommendations for executives to be nominated by Director in charge of HR matters.	
	(h) Placing in temporary status after completion of required no. of days in daily wages	TADK	Nil	Nil	Approval of Director (Finance).	
E2	Promotion against regular posts/Adhoc promotion	Within Non-Executive	HOD (HR matters)	Nil	Nil	Through a departmental promotion committee where stipulated. The HR department will process the cases in accordance with approved promotion policy. For Executives with the approval of MD.
E3	(i) Acceptance of resignation	Up to Manager	Below AM level	Nil	Nil	To be processed by HR department in consultation with concerned department.
	(ii) Waiver of surety bond	Nil	Nil	Nil	Nil	Only with the approval of MD.
E4	(a) Approval for going on training	Officers upto 2 weeks below HOD level	Staff for any duration	Nil	Nil	Within the available budget for the year. HOD (for any duration) and Executives beyond 2, week with MD's approval.
	(b) Foreign	Nil	Nil	Nil	Nil	Only with the approval of MD
E5	Tour and Travel					

(Signature)