



# INJOTECH INDIA PRIVATE LIMITED

**Regd Office:** Plot no 11, Gat No.1559, Village-Chikhali, Dehu-Aalandi Road,  
Pune: 411 062 Tel. +91 9604946600

**City Office:** Office No. 44, 5<sup>th</sup> floor, "Yugay Mangal Complex", Near ICICI Bank,  
Kothrud, Pune: 411 038. (INDIA)

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CIN U-93000 PN 2013 PTC 149682

## FAQ on RESIGNATION

### 1. Is it possible to resign from the company if I want?

Yes, it is possible to resign from the company. However, appropriate protocols will have to be followed for the same.

### 2. What is the notice period?

The notice period for resignation is as follows:

- a. Certified Technicians: A minimum of sixty (60) days before the expected date of resignation.
- b. Trainees: A minimum of thirty (30) days before the expected date of resignation

### 3. What is the resignation procedure?

- i. Employee to submit completed resignation form to their site-in-charge.
- ii. Site-in-charge to process the application, confirm it is OK and submit it to Head Office for Approval.
- iii. Head Office shall approve resignation upon due diligence of individual applications.

### 4. Are there any penalties involved for not giving sufficient notice?

Penalties are involved in case sufficient notice period, as mentioned in point 2 above is not given.

a. Certified Technicians: Salary for the concerned number of days shall be deducted from the final payment, for each day less than sixty (60) that the application is submitted.

e.g.: If the application is submitted forty-five (45) days prior to resignation, a salary corresponding to fifteen (15) days shall be deducted at the time of final payment.

b. Trainees: Salary for the concerned number of days shall be deducted from the final payment, for each day less than thirty that the application is submitted.

e.g.: If the application is submitted fifteen (15) days prior to resignation, a salary corresponding to fifteen (15) days shall be deducted at the time of final payment.

### 5. What documents are required to be submitted for resignation?

- i. Completed resignation form, duly signed and processed by the site-in-charge.
- ii. No dues pending / all dues cleared certificate, duly signed and verified by the site-in-charge.

### 6. How can I collect my original documents from Head Office?

Documents are to be collected in person from the Head Office. It is the responsibility of the concerned person to collect his/her documents in original. Documents shall not be couriered, parceled or mailed to any other address under any circumstance. Should the employee be unable to attend the Head Office to collect the documents, they may be handed over to an authorized person. In such a case, a letter of authority, duly signed by the employee, is to be presented by the authorized person. The signature of the authorized person will be obtained on relevant documents.

In any case, Injotech India shall not be responsible for loss/misuse of documentation when handed over to any authorized representative.

A notice period of seven (7) days shall be given to Head Office prior to collection of all documents.



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Sd/-  
Head Admin

Name:

Signature:

Date:

Place: