



Akash Singh Chauhan <akashsingh2358@gmail.com>

Re: Resignation Proceedings and Branch no dues - Akash Singh(63135)

1 message

AKASH SINGH1 <akash.s@esafbank.com>

Tue, Oct 7, 2025 at 6:20 PM

To: ALUMNUS ESAFBANK <alumnus@esafbank.com>

Cc: SEPARATION ALERT <separationalert@esafbank.com>, VIVEK SHARMA <s.vivek@esafbank.com>, JATA MISHRA <jata.mishra@esafbank.com>, HRMS ESAF SFB <hrms@esafbank.com>, JAGADISH CHAUDHARY <jagadish.chaudhary@esafbank.com>, KASHIPUR <kashipur@esafbank.com>, EIRENE SAJI <eirene.marysaji@esafbank.com>, Akash Singh Chauhan <akashsingh2358@gmail.com>

Dear Team,

Kindly find the attachment of my Resignation relieving kit. Kindly request you to please check and do needful on urgency basis.

Regards,
Akash Singh
63135
ET-BDO
Kashipur Branch 1914
Dehradun Cluster

From: HRMS ESAF SFB <hrms@esafbank.com>**Sent:** Tuesday, October 7, 2025 4:38 PM**To:** AKASH SINGH1 <akash.s@esafbank.com>**Cc:** ALUMNUS ESAFBANK <alumnus@esafbank.com>; SEPARATION ALERT <separationalert@esafbank.com>; VIVEK SHARMA <s.vivek@esafbank.com>; JATA MISHRA <jata.mishra@esafbank.com>**Subject:** Resignation Proceedings and Branch no dues - Akash Singh(63135)

Dear Akash Singh,

The Competent Authority has reviewed resignation submitted by you and decided to relieve you from the services of the Bank on 2025-Oct-07 after banking hours subject to fulfilling the below terms and conditions.

1. Please ensure that all the work assigned to you are being completed and handed over properly before your last working day and your reporting officer has to acknowledge the same prior to the relieving date.
2. You are instructed to hand over the assets of the SIM, ID Card, Laptop, Access card, Letter of Authority, visiting card, dongle and all other assets given to you from the Bank during the service) to reporting officer and reporting officer has to acknowledge the same and should send the same to HR Department (Head Office Address) on the very next day.
3. **You are advised to download the exit formalities form and branch no due certificate from Quick Links(HRMS).** You should fill the form which should duly signed by your Reporting Officer and send the scan copy by mail to alumnus@esafbank.com.
4. Reporting Officer has to ensure and confirm that employee has settled program advance, staff advance, staff loan or any other dues liable to the Bank as per the agreed formalities at the time of joining before getting relieved. Reporting Officer has to obtain a written acknowledgment from concerned employee that he doesn't have any dues with the Bank. In case of any dues/recovery figured during the audit/full and final settlement process on a later phase Bank will be obliged to recover the liable amount from employees full and final settlement.
5. **For Branch Heads/BIC/BOM, the latest internal audit report will be considered for your relieving and Full and Final Settlement. Audit queries during your tenure identified later after your relieving will make you liable legally for the closure.**
6. On receipt of confirmation from your end and your reporting authority we shall proceed further with your exit formalities and take steps to relieve you. Reporting Officer has to provide NOC through Email to the Corporate HR along with the formats as per circular/approval in HRMS in order to initiate your relieving.
7. For queries related to full and final settlement details, please contact the undersigned.
8. Your compliance in this regard is very essential to avoid delay in processing your full and final settlement.

9. Any leave taken during notice period will be considered as Loss of Pay and leave applied for these days will be reversed during full and final settlement process.
10. Leave/Absent days during notice period will be treated as shortfall of notice and will be recovered during full and final settlement process.
11. Leave encashment will be applicable only for privilege leave. Salary slips for minimum 3 months to be downloaded before getting relieved. Any request on later phase will not be considered. Your full and final settlement and relieving cum experience certificate will be processed/issued on or before 45 days from last date of the exit month.
12. Full and final settlement/Relieving Letter will be put on hold in case of any audit issues /disciplinary proceedings is pending for closure /identified on later phase.
13. Any lapse /issue arising at any point of time, due to any acts of omission or commission done by you, during your tenure, the Bank shall be at liberty to initiate appropriate actions against you at such point of time when it is detected or noticed.
- 14. Please ensure that your attendance calendar is reviewed and updated before your last working day to avoid concerns/loss of earnings during full and final settlement. (Marking/Regularization of attendance is the basic responsibility of employee).**

Regards,
Krishna
HR Department
Ph:8714616851/8589910556

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 **Relieving kit 63135.pdf**
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