

Standard Operating Procedure (SOP) for Full and Final Settlement

1. Upon cessation of service of an employee, the Human Resources (HR) Department shall initiate the Full and Final (F&F) Settlement process and prepare the F&F Settlement Statement containing details of all admissible payments and recoveries.
2. The F&F Settlement Statement shall include, inter alia:
 - Salary and allowances payable up to the last working day;
 - Leave encashment, where admissible;
 - Gratuity and other terminal benefits, wherever applicable;
 - Recovery towards shortfall in notice period, if any;
 - Outstanding advances, loans, or any other dues recoverable from the employee;
 - Any other payments or recoveries as per University rules.
3. The completed F&F Settlement Statement shall be forwarded to the Accounts Department for verification and vetting. The Accounts Department shall scrutinize and verify all calculations relating to payables and recoveries, including leave encashment, gratuity, notice period recovery, and other financial implications.
4. After verification, the Accounts Department shall return the vetted F&F Settlement Statement to the HR Department with its recommendations, if any.
5. The HR Department shall thereafter place the vetted F&F Settlement Statement before the Registrar for approval. Upon receiving the approval from the Registrar, the HR Department shall thereafter present the vetted F&F Settlement Statement for the final approval to Hon'ble Vice Chancellor.
6. Upon receipt of the final approval from the Hon'ble Vice Chancellor, the F&F settlement statement shall be forwarded to the Accounts Department for further processing, including payment of the net amount payable to the employee or initiation of recovery proceedings for any amount due from the employee, as applicable.
7. The Full and Final Settlement shall be treated as complete only after all approved payments and recoveries have been duly accounted for and recorded in the University's records.

Note: The HR Department shall be responsible for the accuracy of service-related particulars, while the Accounts Department shall be responsible for verification of financial calculations and compliance with applicable financial rules and regulations.