

**Standard Operating Procedure for requesting documents like – Original educational documents, Experience letter, Relieving letter, NOC, Bonafide letters for address and identify, pay-slip/salary certificate/TDS/advance PF withdrawal/ESI/Staff child admission, mess, release of salary etc.**

1. Write an email to HR with supporting documents (cc- Principal and Dean)  
Ex. Education documents for further studies- University letter, for NOC-approved resignation letter etc.
2. HR and Principal shall make recommendations on the email.
3. Dean shall approve/reject, marking the Office in the email.
4. Office shall issue the document upon email approval by Dean.
5. Receive manual and email acknowledgment, issue conditions if any on the email.
6. If documents are to be returned, the staff shall return the document and obtain manual and email acknowledgement.

**SOP for Salary disbursement**

1. HR to submit details of the attendance like – leaves with pay (CL/Permission Leaves/Sick leave with pay/OD etc.), leaves without pay, penalties with memo/notice, final settlement, late sign in deductions etc. by 25<sup>th</sup> of every month to the Principal's office.
2. Once principal approve the same may be produced for Dean's approval.
3. The approved copy of this document may then be produced to the accounts office.
4. Account's office to prepare salary abstract with sanctions letters. Produce the same to the principal.
5. The abstract and sanction requests shall be signed by principal and dean.
6. Produce the abstract and the sanction letters to the BEA office.
7. Once approved by Hon'ble secretary, salary statements, bank deductions, letter to bank etc. may be prepared by the accounts office.
8. The above documents along with salary cheques signed by Dean to be submitted to the bank for disbursement.

## SOP for staff child admission

Note: Two children (max) are given free education from LKG to PUC. Only the school fee is exempted. The staff needs to make store payment, mess payment, prospectus fee and any other fee that is not part of the School fee.

1. Write an email/update ERP/Letter to the HR with regards to staff child admission.
2. HR and Principal shall make recommendations on the email.
3. Dean shall approve/reject, marking the Office in the email.
4. Obtain application from the office, fill the form, and submit it along with the approval letters.
5. Make store payment.
6. If mess facility is desired follow the steps below-
  - a. Write a letter to HR-Dean-Mess manager-Accounts.
  - b. The mess facilities once availed is applicable for the whole month even if the child has not used the facility on few days. Pro rata charges won't be applicable.
  - c. The account team makes these deductions from the monthly salary of the staff.
  - d. Incase discontinuation is desired, write a letter to HR-Dean-Mess manager-Accounts.