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FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/2022-23/940

03.08.2022

Sub : Regarding processing of Resignation Letters tendered by Teaching and Non-Teaching Employees

Ref : Circular No.STES/Personnel/2011-12/370 dt. 01.12.2011

CIRCULAR

Detailed instructions / guidelines for processing resignation letters in respect of teaching and non-teaching employees have been already circulated to all under Circular dt. 01.12.2011 referred to above (copy enclosed for ready reference).

However, it has been observed that these instructions / guidelines are not followed by many institutions while processing resignation letters from the employees.

It has been also observed that the employees are sending resignations, through e-mail. Such mails are forwarded by the respective authorities to Head Office for further processing.

In this regard, in continuation with the Circular No. STES/Personnel/2011-12/370 dt. 01.12.2011 referred to above for uniformity in the procedure and so as to avoid ambiguity, following additional guidelines are issued for implementation:

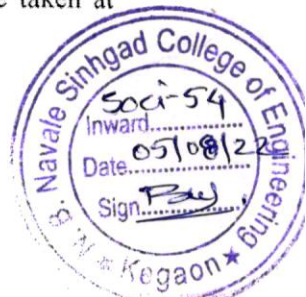
- 1) The resignations on e-mail by respective employee shall be accepted. The print of such e-mails shall be registered in Inward Register of the Institutions with date of receipt.
- 2) After registering it in Inward Register, such inwarded print of resignation received on e-mail shall be forwarded to Head Office with specific remarks of Head of Institution in the covering letter.
- 3) The Head of the institution shall reply to the concerned employee that "*Your resignation has been forwarded to Head Officer for acceptance*". However, you shall have to submit the hard copy of your resignation letter in accordance with the instructions in Circular dt. 01.12.2011 with your signature either through post or mail as attachment".
- 4) Head of Institutions are further directed to ensure quick action as above should be taken at institutional level.

HR Section

[Handwritten Signature]
05/08/2022

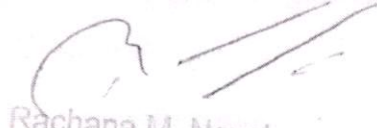
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[Handwritten Signature]
Rachana M. Navale
VICE-PRESIDENT



- 5) Hence for resignation letters received from the employees at Head Office on e-mail without following proper channel, without signature of the employee and without forwarding remarks of Heads of Institution shall be returned to respective institutions for compliance with above instructions and would not be considered / not accepted by Head Office.

These additional instructions should be followed scrupulously.


Rachana M. Navale
VICE-PRESIDENT

President / Vice President

Encl : Circular dt. 01.12.2011

To,

- (1) All Principals / Directors of Schools, Colleges, Institutes of STES - Pune, SPSPM – Kamlapur, SSPM – Kondhapuri, SYCSPM – Mumbai.
- (2) All Campus Directors, of STES - Pune, SPSPM –Kamalapur, SSPM – Kondhapuri, SYCSPM – Mumbai.
- (3) Dean, SKNMC&GH, Narhe, Pune 411 041
- (4) Director (Finance), STES, Pune
- (5) Dean, Central Placement Cell, Vadgaon 411041
- (6) CAO (Personnel), STES, Pune
- (7) Transport Officer, STES, Ambegaon (Bk), Pune 411 041
- (8) All Estate Officers, STES
- (9) Select File

Copy forwarded for information to :

- (1) Secretary, Sinhgad Technical Education Society, Pune
- (2) Vice President (Admn.), Sinhgad Technical Education Society, Pune
- (3) Vice President (HR), Sinhgad Technical Education Society, Pune
- (4) Joint Secretary, Savitribai Phule Shikshan Prasarak Mandal, Kamlapur