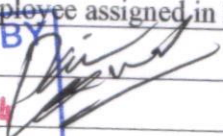


Modi Properties Pvt. Ltd – Employee Exit – Check list

|              |                  |                  |            |
|--------------|------------------|------------------|------------|
| Name:        | Kavya Kameswari  | Joined Date:     | 20-09-2023 |
| Designation: | Sales/Telecaller | Date of Leaving: | 20-04-2024 |
| Division:    | Sales            | Prepared by:     | Akhansha   |
| Other:       |                  | Sign:            |            |

| Sl. No. | Task                                                         | Status as on date of exit. (Yes / No/ NA) | Status in 2 weeks from exit. (Yes / No/ NA) |
|---------|--------------------------------------------------------------|-------------------------------------------|---------------------------------------------|
| 1.      | Is the Resignation Letter handed over?                       | YES                                       |                                             |
| 2.      | Is the ID card handed over?                                  | YES                                       |                                             |
| 3.      | Are the Visiting cards handed over?                          | YES                                       |                                             |
| 4.      | Is the petro card (smarfleet) handed over?                   | YES                                       |                                             |
| 5.      | Is the salary account settled?                               | YES                                       |                                             |
| 6.      | Is the petty cash account settled?                           | NA                                        |                                             |
| 7.      | Is gratuity account settled?                                 | NA                                        |                                             |
| 8.      | Are all payments made/amounts recovered?                     | NO                                        |                                             |
| 9.      | Is the company vehicle handed over along with keys & papers? | NA                                        |                                             |
| 10.     | Is the email account redirected or password changed ?        | YES                                       |                                             |
| 11.     | Is the employee deleted from all viber accounts?             | YES                                       |                                             |
| 12.     | Is the desk cleaned up?                                      | YES                                       |                                             |
| 13.     | Is the individual folder on server cleared?                  | YES                                       |                                             |
| 14.     | Have all staff informed about exit of the employee?          | YES                                       |                                             |
| 15.     | Is the email/sms sent to all business associates?            | YES                                       |                                             |
| 16.     | Is the experience certificate issued?                        | YES                                       |                                             |
| 17.     | Is the last month salary slip/certificate issued?            | YES                                       |                                             |
| 18.     | Is the form-16A issued?                                      | NA                                        |                                             |
| 19.     | Are the Provident fund withdrawal/Transfer forms issued?     | YES                                       |                                             |
| 20.     | Out of office email response made?                           | YES                                       |                                             |
| 21.     | All files and documents handed over to:                      | YES                                       |                                             |
| 22.     | Email redirected to:                                         | sales@modiproperties.com                  |                                             |
| 23.     | New employee assigned in his/her place:                      | YES                                       |                                             |

**APPROVED BY:** 

**25 MAR 2024**

**G. JAI KUMAR**

Note: 1. Employee to be disabled after 6 months. 2. Enable out of office response on email prasad@modiproperties.com, Ms.Kavya Kameswari is no longer an employee of Modi Properties Pvt. Ltd. Please contact Mr. (mobile no.9849245280, email:prasad@modiproperties.com. 3. All above tasks must be completed within 2 weeks. 4. This form must be uploaded on HR Vacancy viber group at the time of exit and after 2 weeks – along with label.