

Modi Properties Pvt. Ltd – Employee Exit – Check list

Name:	A. VIJAYA BHASKAR	Joined Date:	31-03-2016 DEC-2015
Designation:	ADMIN OFFICER	Date of Leaving:	17-06-2019.
Division:	ADMINISTRATION	Prepared by:	VIJAYA BHASKAR.
Other:	<i>[Signature]</i>	Sign:	

Sl. No.	Description	Status Yes / No/ NA
1.	Is the Resignation Letter handed over?	NO
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?	NO
6.	Is the petty cash account settled? <i>Happy and handed over to Samba Sankar</i>	YES
7.	Is the company vehicle handed over along with keys & papers?	NA
8.	Is the Laptop handed over?	YES
9.	Is the bag handed over?	NA
10.	Is the email account redirected or password changed?	NO
11.	Is the sim card handed over?	NA
12.	Has the viber account closed?	NO
13.	Is the desk cleaned up?	YES
14.	Are all files and documents handed over to respective manager?	YES
15.	Is the individual folder cleared?	YES
16.	Is the email/sms sent to all employees?	YES
17.	Is the email/sms sent to all business associates?	YES
18.	Other., if any:	

	Issued Yes / No / NA
A. Is the experience certificate issued?	NO NO
B. Is the last month salary slip/certificate issued?	NO NO
C. Is the form-16A issued?	NO
D. Are the Provident fund withdrawal/Transfer forms issued?	NA.

Note: A) After a period of six months email to be disabled. Email must be bounce back. B) All above must be completed within two weeks.

Remarks:

Modi Properties Pvt. Ltd – Employee Exit – Check list

Name:	<i>G. Saideebu</i>	Joined Date:	<i>April - 2016</i>
Designation:	<i>Engineer</i>	Date of Leaving:	<i>22-06-2019</i>
Division:	<i>Construction</i>	Prepared by:	<i>Jai Kumar</i>
Other:	<i>Removed from Service</i>	Sign:	<i>[Signature]</i>

Sl. No.	Description	Status Yes / No / NA
1.	Is the Resignation Letter handed over?	<i>Terminated</i>
2.	Is the ID card handed over?	<i>Yes</i>
3.	Are the Visiting cards handed over?	<i>NA</i>
4.	Is the petro card (smarfleet) handed over?	<i>NA</i>
5.	Is the salary account settled?	<i>Yes</i>
6.	Is the petty cash account settled?	<i>Yes</i>
7.	Is the company vehicle handed over along with keys & papers?	<i>NA</i>
8.	Is the Laptop handed over?	<i>Yes</i>
9.	Is the bag handed over?	<i>Yes</i>
10.	Is the email account redirected or password changed?	<i>Yes</i>
11.	Is the sim card handed over?	<i>NA</i>
12.	Has the viber account closed?	<i>Yes</i>
13.	Is the desk cleaned up?	<i>Yes</i>
14.	Are all files and documents handed over to respective manager?	<i>Yes</i>
15.	Is the individual folder cleared?	<i>Yes</i>
16.	Is the email/sms sent to all employees?	<i>Yes</i>
17.	Is the email/sms sent to all business associates?	<i>Yes</i>
18.	Other., if any:	

	Issued Yes / No / NA
A. Is the experience certificate issued?	<i>NO</i>
B. Is the last month salary slip/certificate issued?	<i>NO</i>
C. Is the form-16A issued?	<i>NO</i>
D. Are the Provident fund withdrawal/Transfer forms issued?	<i>NO</i>

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Remarks:

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Name:	Abhinav Reddy	Joined Date:	02-07-2018
Designation:	Admin Manager	Date of Leaving:	22-06-2019
Division:	Admin Division	Prepared by:	Jai Kumar
Other:	Removed from service	Sign:	<i>[Signature]</i>

Sl. No.	Description	Status Yes / No / NA
1.	Is the Resignation Letter handed over?	Terminated
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 21/6/2019
5.	Is the salary account settled?	adjusted to fine
6.	Is the petty cash account settled?	Happy Card Terminated by Sambasiv Rao
7.	Is the company vehicle handed over along with keys & papers?	Yes
8.	Is the Laptop handed over?	Yes to Suneel.
9.	Is the bag handed over?	Yes to Suneel.
10.	Is the email account redirected or password changed?	email sent Yes
11.	Is the sim card handed over?	NA
12.	Has the viber account closed?	Yes
13.	Is the desk cleaned up?	Yes
14.	Are all files and documents handed over to respective manager?	Yes
15.	Is the individual folder cleared?	NA
16.	Is the email/sms sent to all employees?	Yes sent in viber
17.	Is the email/sms sent to all business associates?	Yes informed
18.	Other., if any:	

	Issued Yes / No / NA
A. Is the experience certificate issued?	NO
B. Is the last month salary slip/certificate issued?	NO
C. Is the form-16A issued?	NO
D. Are the Provident fund withdrawal/Transfer forms issued?	NO

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Remarks:

Modi Properties Pvt. Ltd – Employee Exit – Check list

Name:	Mallesham	Joined Date:	10-07-2018
Designation:	Admin officer	Date of Leaving:	
Division:	Admin	Prepared by:	Jat Kumar
Other:	Terminated	Sign:	<i>[Signature]</i>

Sl. No.	Description	Status Yes / No/ NA
1.	Is the Resignation Letter handed over?	NO
2.	Is the ID card handed over?	NO
3.	Are the Visiting cards handed over?	NA
4.	Is the petro card (smarfleet) handed over?	NO
5.	Is the salary account settled?	Not Settled
6.	Is the petty cash account settled?	Not Settled
7.	Is the company vehicle handed over along with keys & papers?	NA
8.	Is the Laptop handed over?	Yes
9.	Is the bag handed over?	Yes
10.	Is the email account redirected or password changed?	Yes
11.	Is the sim card handed over?	NA
12.	Has the viber account closed?	Yes
13.	Is the desk cleaned up?	Yes
14.	Are all files and documents handed over to respective manager?	Yes
15.	Is the individual folder cleared?	NA
16.	Is the email/sms sent to all employees?	Yes
17.	Is the email/sms sent to all business associates?	Yes
18.	Other., if any:	

	Issued Yes / No / NA
A. Is the experience certificate issued?	NO
B. Is the last month salary slip/certificate issued?	NO
C. Is the form-16A issued?	NO
D. Are the Provident fund withdrawal/Transfer forms issued?	NO

Note: A) After a period of six months email to be disabled. Email must be bounce back. B) All above must be completed within two weeks.

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