Modi Properties Pvt. Ltd - Employee Exit - Check list

			T	31-03-2016	
		Joined Date:	DEC-2015		
Designati	on:	ADMIN OFFICER	Date of Leaving:	17-06-2019.	
Division:	Ŋ	ADMINISTRATION	Prepared by:	VIJAYA BHASKAR.	
Other: Sign:					
SI. No.		Status Yes / No/ NA			
1.	Is the	Resignation Letter handed over?		No	
2.	Is the	ID card handed over?		YES	
3.	Are th	he Visiting cards handed over?		YES	
4.	Is the	petro card (smarfleet) handed over	er?	YES	
5.	Is the salary account settled?				
6.	Is the petty cash account settled? Happy and Handedown to Sampa VES				
7.	Is the company vehicle handed over along with keys & papers?				
8.	Is the Laptop handed over?				
9.	Is the bag handed over?				
1 0.	Is the email account redirected or password changed?				
11.	Is the sim card handed over?			1XA	
12.	Has the viber account closed?			NO	
13.	Is the desk cleaned up?			YES	
14.	Are a	all files and documents handed over	er to respective manag		
15.	Is the individual folder cleared?				
16.				YES	
17.	Is the email/sms sent to all business associates?				
18.	Other., if any:				

40-		Issued Yes / No / NA
A.	Is the experience certificate issued?	MO NO
В.	Is the last month salary slip/certificate issued?	Wes 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 ab must be completed within two weeks.	ove
Remarks:	
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Modi Properties Pvt. Ltd – Employee Exit – Check list

Name:		G. Saiderly Joined Date:		April -2016		
Designati	mation: Engineer Date of Leaving: 22-06		22-06-2019			
Division:	sion: Construction Prepared by: Jan Kumer		Jou Kumer			
Other: Removed from Services Sign:				Paris		
SI. No.		Status Yes / No/ NA				
1.	Is the	Is the Resignation Letter handed over?				
2.	Is the	ID card handed over?		Terminated		
3.	Are th	ne Visiting cards handed over?		WA.		
4.	Is the	petro card (smarfleet) handed over	er?	NA		
5.	Is the salary account settled?					
6.	Is the petty cash account settled?					
7.	Is the	company vehicle handed over alc	ong with keys & papers	s? -NA		
8.	Is the	Laptop handed over?		Yes		
9.	Is the	Yes				
10.	Is the email account redirected or password changed?					
11.	Is the sim card handed over?			NA		
12.	Has the viber account closed?			Yes		
13.	Is the desk cleaned up?			Yes		
14.	Are a	Il files and documents handed over	er to respective manage	er? Yes		
15.	Is the individual folder cleared?					
16.				Yes		
17.	Is the	email/sms sent to all business ass	sociates?	Nes		
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.	
Remarks:	
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Modi Properties Pvt. Ltd - Employee Exit - Check list

Designa		Abhinar Rædde Abnin Manager	Joined Date: Date of Leaving:	02-07-2018
Division	n:	Admin Dirson	Promon 11	da - 06 · 2019.
Other:		Removed from service	Prepared by: Sign:	22-06-2019. Jai Kumar Dais
SI. No.		V	ription	Status
1.	Is the	Resignation Letter handed ove	0	Yes / No/ NA
2.	Is the	ID card handed over?	r?	Terminator
3.		e Visiting cards handed over?		fes
4.	Is the i	netro card (smarfle at)		Yes
5.	Is the s	petro card (smarfleet) handed o	over?	Yes. 246/201
6.	Led Salary account settled?			
7.	trained:			
8.	Is the company vehicle handed over along with keys & papers? Is the Laptop handed over?			
9.	Is the bag handed over? Yes to Sunce			Yes to Sungel.
10.				
11.	13 the email account redirected or password changed?			
12.	as are sim card handed over?			
13.		viber account closed?		Yes
14.		esk cleaned up?		N A
15.	Are all f	iles and documents handed over	er to respective manager?	
1.0	is the individual folder cleared?			
	Is the em	nail/sms sent to all employees?		
1.0	Is the em	nail/sms sent to all business ass	ociates?	Yes Seet wasber Yes informs
10.	Other., if	any:		Tes Informal

	Issued
A. Is the experience certificate issued?	Yes / No / NA
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
ote: A) A 6	No.

Note: A) AC	100
Note: A) After a period of six months email to be disal must be completed within two weeks.	
period of SIX months email to be dis-	11.15
must be completed it.	bled Email must be 1
and the completed within two weeks	Elian must be bounce back D) All 1
two weeks.	ance back. B) All above
Remarks:	
terriar K3.	

Modi Properties Pvt. Ltd - Employee Exit - Check list

Name:		Mallesham	Joined Date:	10-1	7-9010-
Designa		Admin office Admin	Date of Leaving:	10.0	7-2018 -
Division	n:	Admin	Prepared by:	7,0	1
Other:		Terminated	Sign:	Date	auma
SI. No.		De	escription (P	Stri
1.	Lo the				Status Yes / No/ NA
2.		Resignation Letter handed o	over?		NO
3.		ID card handed over?			NO
		ne Visiting cards handed over			WA
4.	Is the	petro card (smarfleet) hande	d over?	,	. MO
5.		salary account settled?			
6.	Is the petty cash account settled?				
7.	Is the company vehicle handed over along with love &				
8.	Is the	Laptop handed over?	along with keys & papers	?	- AN-
9.	Is the bag handed over?				
10.	Is the email account redirected or password changed?				
11.	Is the sim card handed over?				
12.					-NA-
13.	Has the Viber account closed?				
14.	is the desk cleaned up?				
15.	Are all files and documents handed over to respective manager?				
16.	is the individual folder cleared?				
	Is the en	mail/sms sent to all employee	es?		V. J
17.	Is the er	mail/sms sent to all business	associates?		105
18.	Other., i	if any:			yes.

	sued No/NA
ufficate issued?	
ary slip/certificate issued?	
- 61	
nd withdrawal/Transfer forms issued?	

Note: A) AC	
Note: A) After a period of six months email to be disal	1.15 "
Note: A) After a period of six months email to be disab must be completed within two weeks.	oled. Email must be bounce back B) All above
The within two weeks.	All above
Remarks:	