

Modi Properties Pvt. Ltd – Employee Exit – Check list

Name:	M.Srujana	Joined Date:	31-07-2023
Designation:	Junior Lawyer	Date of Leaving:	24-04-2024
Division:	Admin	Prepared by:	AKHANSHA
Other:		Sign:	<i>AKHANSHA</i>
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?	NA	
5.	Is the salary account settled?	NO	
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?	NA	
16.	Is the experience certificate issued?	YES	
17.	Is the last month salary slip/certificate issued?	YES	
18.	Is the form-16A issued?	YES	
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:	YES	
23.	New employee assigned in his/her place:	YES	
Remarks:			

Note: 1. Email to be disabled after 6 months. 2. Enable out of office response on email sabitha@modiproperties.com, Miss. M.Srujana is no longer an employee of Modi Properties Pvt. Ltd. Please contact Mr.Lateef (mobile no. 9985338487, email: lateef@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.

APPROVED BY
25 APR 2024
G. JAI KUMAR
HR & Admin