

**Modi Properties Pvt. Ltd – Employee Exit – Check list**

Name:	<i>Addula Sangeetha</i>	Joined Date:	
Designation:	<i>Asst Accountant</i>	Date of Leaving:	<i>25-9-2021</i>
Division:	<i>Accounts borrow</i>	Prepared by:	<i>Jarewal</i>
Other:		Sign:	<i>[Signature]</i>

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

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

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:

*Mr Geopi, Housekeeping is referred her*

*But Not worked for long time due to her father expired,  
and has to take care of her Mother.*