

Modi Properties Pvt. Ltd – Employee Exit – Check list

Name:	K: Ambika	Joined Date:	08-01-2021
Designation:	Sr Accountant	Date of Leaving:	25-08-2021
Division:	Accounts Division	Prepared by:	Jai Kumar
Other:		Sign:	<i>[Signature]</i>

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

	Issued Yes / No / NA
A. Is the experience certificate issued?	Yes.
B. Is the last month salary slip/certificate issued?	Yes.
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:	She is absconding for 22/8/2021, So many leaves she has taken in service period as well as in notice period too.

[Signature]
APPROVED BY
 25 AUG 2021
 G. JAI KUMAR
 ACM-H.R. & ADMIN

She has not reported in HR when she left.