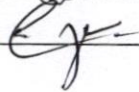


Modi Properties Pvt. Ltd – Employee Exit – Check list

Name:	Dakshina Murthy	Joined Date:	1/12/2006
Designation:	Asst Manager Purchase	Date of Leaving:	1/08/2022
Division:	Contract Purchase	Prepared by:	Jantam
Other:		Sign:	

Sl. No.	Description	Status Yes / No/ NA
1.	Is the Resignation Letter handed over?	Yes
2.	Is the ID card handed over?	"
3.	Are the Visiting cards handed over?	"
4.	Is the petro card (smarfleet) handed over?	"
5.	Is the salary account settled?	"
6.	Is the petty cash account settled?	"
7.	Is the company vehicle handed over along with keys & papers?	"
8.	Is the email account redirected or password changed?	"
9.	Has the viber account closed?	"
10.	Is the desk cleaned up?	"
11.	Are all files and documents handed over to respective manager?	"
12.	Is the individual folder cleared?	"
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?	Yes
D. Are the Provident fund withdrawal/Transfer forms issued?	Yes

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:	Rs. 199,183/- Settlement amount paid.