

Modi Properties Pvt. Ltd – Employee Exit – Check list

Name:	Kavitha	Joined Date:	21/11/2020
Designation:	Purchase Officer	Date of Leaving:	15/10/2022
Division:	Purchase	Prepared by:	
Other:		Sign:	

Sl. No.	Description	Status 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?	yes
5.	Is the salary account settled?	yes
6.	Is the petty cash account settled?	yes
7.	Is the company vehicle handed over along with keys & papers?	-
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?	NA
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:
