

Modi Properties & Inv. Pvt. Ltd – Employee Exit – Check list

Name:	<u>Ashok</u>	Joined Date:	
Designation:	<u>Sr Accountant</u>	Date of Leaving:	
Division:	<u>Accounts Div</u>	Prepared by:	<u>Jai Kumar</u>
Other:		Sign:	<u>CY</u>

Sl. No.	Description	Status Yes / No/ NA
1.	Is the Resignation Letter handed over?	<u>Yes</u>
2.	Is the ID card handed over?	<u>Not Issued</u>
3.	Are the Visiting cards handed over?	
4.	Is the petro card (smarfleet) handed over?	<u>NA</u>
5.	Is the salary account settled?	<u>Yes</u>
6.	Is the petty cash account settled?	<u>NA</u>
7.	Is the company vehicle handed over along with keys & papers?	<u>NA</u>
8.	Is the Laptop handed over?	<u>Yes</u>
9.	Is the bag handed over?	<u>Not issued</u>
10.	Is the email account redirected or password changed?	<u>Yes</u>
11.	Is the sim card handed over?	<u>NA</u>
12.	Has the viber account closed?	<u>Yes</u>
13.	Is the desk cleaned up?	<u>Yes</u>
14.	Are all files and documents handed over to respective manager?	<u>Yes</u>
15.	Is the individual folder cleared?	<u>Yes</u>
16.	Is the email/sms sent to all employees?	<u>Yes</u>
17.	Is the email/sms sent to all business associates?	<u>Yes</u>
18.	Other., if any:	

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

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:

Jai Kumar