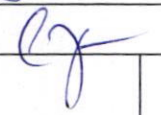


Modi Properties & Inv. Pvt. Ltd – Employee Exit – Check list

Name:	Siddarth Niyyogi	Joined Date:	18/04/2022
Designation:	Sr Accountant	Date of Leaving:	
Division:	Accounts Div.	Prepared by:	Jai Kumar
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?	NA
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 Laptop handed over?	Yes
9.	Is the bag handed over?	NA
10.	Is the email account redirected or password changed?	Yes
11.	Is the sim card handed over?	NA
12.	Has the viber account closed?	Yes
13.	Is the desk cleaned up?	Yes
14.	Are all files and documents handed over to respective manager?	Yes
15.	Is the individual folder cleared?	Yes
16.	Is the email/sms sent to all employees?	Yes
17.	Is the email/sms sent to all business associates?	Yes
18.	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? <i>UAN</i>	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:

