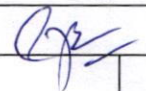


Modi Properties & Inv. Pvt. Ltd – Employee Exit – Check list

Name:	Susheel Kumar	Joined Date:	09-11-2022
Designation:	Asst. Manager-Audit	Date of Leaving:	31-03-2023
Division:	Administration	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?	Yes.
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?	Yes-
8.	Is the Laptop handed over?	Yes
9.	Is the bag handed over?	Yes
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?	NA
D. Are the Provident fund withdrawal/Transfer forms issued?	NA 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:	Referred by. Balakrishna / Bhawan Kishore.

