

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

Name:	V. Veerabrahmam	Joined Date:	20/11/2014
Designation:	Engineer	Date of Leaving:	28/2/2023
Division:	Construction	Prepared by:	JAI
Other:		Sign:	V. Veerabrahmam

Sl. No.	Description	Status Yes / No / NA
1.	Is the Resignation Letter handed over?	✓
2.	Is the ID card handed over?	✗
3.	Are the Visiting cards handed over?	N.A
4.	Is the petro card (smarfleet) handed over?	N.A
5.	Is the salary account settled?	✓
6.	Is the petty cash account settled?	N.A
7.	Is the company vehicle handed over along with keys & papers?	N.A
8.	Is the Laptop handed over?	N.A
9.	Is the bag handed over?	N.A
10.	Is the email account redirected or password changed?	X
11.	Is the sim card handed over?	N.A
12.	Has the viber account closed?	✓
13.	Is the desk cleaned up?	✓
14.	Are all files and documents handed over to respective manager?	✓
15.	Is the individual folder cleared?	✓
16.	Is the email/sms sent to all employees?	✓
17.	Is the email/sms sent to all business associates?	✓
18.	Other., if any:	

	Issued Yes / No / NA
A. Is the experience certificate issued?	✓
B. Is the last month salary slip/certificate issued?	✓
C. Is the form-16A issued?	NA
D. Are the Provident fund withdrawal/Transfer forms issued?	UAN: 101164458003

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:	84188/- paid	Gov- 53933/- Paid
	31/5/2023	GVRG - 6578/- "
		GVRG - 23,678/- "
		