

Modi Properties Pvt. Ltd – Employee Exit – Check list

Name:	Syed Mushtaq Ali Abedi ✓	Joined Date:	01-07-2015 ✓		
Designation:	Sales Manager ✓	Date of Leaving:	31-05-2023 ✓		
Division:	Sales Division	Prepared by:	Akhansha ✓		
Other:		Sign:	<i>Akhansha</i>		
Sl. No.	Task	Status as on date of exit. (Yes / No/ NA)	Status in 2 weeks from exit. (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?	NA			
5.	Is the salary account settled?	NO	YES		
6.	Is the petty cash account settled?	NA	NA		
7.	Is gratuity account settled?	NA	NA		
8.	Are all payments made/amounts recovered?	NO	YES		
9.	Is the company vehicle handed over along with keys & papers?	NA	NA		
10.	Is the email account redirected or password changed ?	YES	-		
11.	Is the employee deleted from all viber accounts?	YES			
12.	Is the desk cleaned up?	YES			
13.	Is the individual folder on server cleared?	YES			
14.	Have all staff informed about exit of the employee?	YES	YES		
15.	Is the email/sms sent to all business associates?	NA	NA		
16.	Is the experience certificate issued?	YES			
17.	Is the last month salary slip/certificate issued?	YES			
18.	Is the form-16A issued?	YES	NA		
19.	Are the Provident fund withdrawal/Transfer forms issued?	YES			
20.	Out of office email response made?	YES			
21.	All files and documents handed over to:	Praveen pathak			
22.	Email redirected to:	NA			
23.	New employee assigned in his/her place:	Madhusudhan			
Remarks:	<i>Payable - Rs. 134107/-</i> <i>- Receivable - Rs 146818/-</i> <i>- 12711/-</i>				
	<i>Kept on hold due to negative balance</i>				

Note: 1. Email to be disabled after 6 months. 2. Enable out of office response on email mushtaq@modiproperties.com, Mr. Mushtaq is no longer an employee of Modi Properties Pvt. Ltd. Please contact Mr. Praveen Pathak (mobile no. 9502299799, email: praveenpathak@modiproperties.com. 3. All above tasks must be completed within 2 weeks. 4. This form must be uploaded on HR Vacancy viber group at the time of exit and after 2 weeks – along with label.