

Sub.: Guidelines for procedure after an employ resigns

- a. Accounts must certify balances of loan and petty cash.
- b. Admin to certify balance of gratuity, salary, bonus, etc.,
- c. System admin to transfer all incoming mails to new staff member who has taken over the work. After a period of 6 months email to be disabled. Therefore, emails sent must be bounced back.
- d. Admin to collect ID card, visiting cards and other company issued items like vehicles, laptops, etc.
- e. Employ must handover all documents, cleanup desk and computer to admin or the next person incharge of the work.
- f. Admin must inform all staff members about the employee leaving the organization by email.
- g. Leaving employee may be given forms for withdrawal of PF, letter of good conduct, etc.,
- h. Collect letter of resignation and no dues (do not fill in by hand).

All the above must be completed within 2 weeks – Employees Exit – Check list enclosed.

Soham Modi.

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

Name:		Joined date:	
Designation:		Date of leaving:	
Division:		Prepared by:	
Other:		Sign:	
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?		
4.	Is the petro card (smarfleet) handed over?		
5.	Is the salary account settled?		
6.	Is the petty cash account settled?		
7.	Is the company vehicle handed over along with keys & papers?		
8.	Is the Laptop handed over?		
9.	Is the bag handed over?		
10.	Is the email account redirected or password changed?		
11.	Is the sim card handed over?		
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 issue?	
c. Is the form -16A issued?	
d. Are the provident fund withdrawal/transfer forms issued?	

Note: A) After a period of six months email to be disabled. Email must be bounced back. B) All above must be completed within two weeks.
Remarks: