

IEC 27001:2013 CERTIFIED COMPANY



1100		
Code No	P77424	Carrier State
Date of Joining:	04-Mar-2024	
Date of Resignation:	01-Jun-2024	Abhishek Ramchandra Yadav
Date of Relieving:	27-Jun-2024	P77424
Actual Notice period:(Office use)	30	Senior Executive
Short fall in Notice period:(Office use)	nil	
Days to be deducted from salary(Office use)	nil	Authorized Signatory
1. IT SECURITY & ADMIN	Confirm Action	EDP & ADMIN-OFFICER
Email id	Disabled/NA	Thurston .
User name and Password	Disabled/NA	2 1
All Identity cards		Shand 12025
Sim Card	NA	28-1.70
Any other due	No due	
Any other articles	No due	
3. ACCOUNTS	Confirm Action	MANAGER-ACCOUNTS
Advance/Suspense	No due	04
Any other due	No due	(3)S
4. HANDOVER PROCEDURE	Confirm Action	Dept Head
Physical files	9ES.	
Data in Files and folders	YES	1 12
Training given to successor	No	1.8
Any other outstanding issues	No	
5. HR		
Deactivation of Bank Salary Account	Employee has to deactivate the rep	V.Acc
. Brometic Deletion Date	28/1 sure 2024	1
Employee Signature	Branch / Dept Head	HR
ABHISHEK YADAV	8 Mars	P.Akle
Lia Maria	1.00	1

PAMACIAN - CLEARANCE / EXIT FORM

ABHISHEK YADAV

Name

Refleving order/Experience letter shall be given after receipt of exit format dully filled and finally signed by HR Dept.