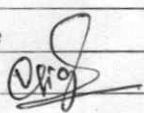


PAMACIAN - CLEARANCE / EXIT FORM		
Name	Vinit Kumar Singh	Date : 10-08-2024
Code No	P40004	
Date of Joining:	19/03/2007	
Date of Resignation:	09/07/2024	
Date of Relieving:	10/08/2024	
Actual Notice period:(Office use)		
Short fall in Notice period:(Office use)	nil	
Days to be deducted from salary(Office use)	nil	
1. IT SECURITY & ADMIN	Confirm Action	EDP & ADMIN OFFICER
Email id	vinit.singh@pamac.com	Disabled/NA
User name and Password		Disabled/NA
All Identity cards	PAMAC ID Card Submitted	
Sim Card	NA	
Any other due	No due	
Any other articles	No due	
3. ACCOUNTS	Confirm Action	MANAGER-ACCOUNTS
Advance/Suspense	No due	
Any other due	No due	
4. HANDOVER PROCEDURE	Confirm Action	Dept Head
Physical files		
Data in Files and folders		
Training given to sucessor		
Any other outstanding issues		
5. HR		
Deactivation of Bank Salary Account		
Employee Signature	Branch / Dept Head	HR
	Gaurdang Singh	
	P16331	

- * Relieving order/Experience letter shall be given after receipt of exit format dully filled and finally signed by HR Dept.
- * Full & Final settlement of accounts shall be done after 15 days of receipt of the clearance form