

# PAMACIAN - CLEARANCE / EXIT FORM

Name: RAJESH ANANDAL  
 Code No: PI9015  
 Date of Joining: 30/12/2004  
 Date of Resignation: 28/12/2016  
 Date of Relieving: 1/3/2017  
 Actual Notice period:(Office use) 60 days  
 Short fall in Notice period:(Office use) nil  
 Days to be deducted from salary(Office use) nil

Date : 1 March 2017

1. IT SECURITY & ADMIN Confirm Action EDP & ADMIN OFFICER

Email id Disabled/NA  
 User name and Password Disabled/NA  
 All Identity cards YES  
 Sim Card NA PORT OUT  
 Any other due No due PF GRATUITY ESOP  
 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 successor  
 Any other outstanding issues

5. HR Deactivation of Bank Salary Account Shall continue as Savings

Employee Signature Branch / Dept Head HR  
 P19015



### Exit Interview Form

Name: Rajesh Agrawal	Position: DCH
Department: MP & CG	Name of immediate Manager: Seema Apil
Date of Joining: 30 Dec 2004	Last Working date: 1 March 2017

1. What prompted/motivated you to search for a new job (main reason for leaving)?

-Personal Reason-----  
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2. What circumstances would have prevented you from leaving this organization?

----If Personal Reasons not have occurred-----  
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3. What did you like best while working with this Organization?

---People-----  
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4. What did you like least while working with this Organization?

-----Infra-----  
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5. What were the helping factors for performing well in this Organization?

-----Freedom-----  
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6. What are the hindering factors for not achieving your goals?

-----Devide and Rule-----  
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7. What did you think of your Reporting Manager on the following points

	Yes	No	Sometimes	Write your remarks if you have any
a) Was consistently fair	✓		□	
b) Recognizes and uses appreciative language when good job done	✓			
c) Not at all biased with any one in our team	✓			
d) Was efficient and sensitive towards departmental problems	✓			
e) Consults before taking decision	✓			
f) Never uses de-motivating words and sarcastic language	✓			

8. Please rate the following factors in the organization.

	Excellent	Good	Fair	Poor
Co-operation you have received from your peers	✓			
Co-operation you have received from other departments	✓			
Company's performance review system	✓			
Opportunities for implementing / experimenting new ideas	✓			
Overall work-place relationships among employees in your unit	✓			
Training & Development opportunities	✓			

9. Kindly share your job profile, assignment etc. you have got in your new organization.

CRM \_ Rural

10. What suggestions do you have to make this organization, a better place to work?

----- The Organization is already on right path-----

11. Comments by Interviewer.

How may we contact you?

Telephone:	9981096222
Address:	39/1, Vivek Path Neemuch 458441
E-mail:	rajeshblmanu@gmail.com

HR Signature

Date

1/3/2017

Employee Signature

*[Signature]*  
P19013





**PAMAC**

**BANKING ON OUR CREDENTIALS**  
ISO 9001:2008 & IEC 27001:2005  
CERTIFIED COMPANY.



**RAJESH AGRAWAL**

**P-19015**

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**Authorised Signature**

**: 01/04/2016 To 31/03/2017**

Signature

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DOJ : 30/12/2004

DOB : 24/11/1977

Blood Group - B+

Address : 39/1

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