· PA	MACIAN - CLEARANCE / EXIT F	
lame	Satish Chardel Kaz	Date: 05.01.2017
ode No	P-S977S	
Pate of Joining:	22-NOV-175 05-01-17	
eate of Resignation:	05-01-17	
ate of Relieving:		
ctual Notice period:(Office use)		
hort fall in Notice period:(Office use)	nil	
pays to be deducted from salary(Office	usnil	
. IT SECURITY & ADMIN	Confirm Action	EDP & ADMIN OFFICER
mail id	Disabled/NA	
Iser name and Password	Disabled/NA	
Il Identity cards		
sim Card	NA	
ny other due	No due	
any other articles	No due	
. ACCOUNTS	Confirm Action	MANAGER-ACCOUNTS
Advance/Suspense	No due	
any other due	No due	
HANDOVER PROCEDURE	Confirm Action	Dept Head
hysical files		
oata in Files and folders		
raining given to sucessor		
ny other outstanding issues		
HR		
Deactivation of Bank Salary Account		
		- 16 m
Employee Signature	Branch / Dept Head	HR
JHSM _		

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Department:

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Exit Interview Form
Chandelkan Position: Name of immediate Manager: Nillsh Aoyal

D	ate of Joining:	Last Working date:	00
1.	• •	h for a new job (main reason for land),	
	What circumstances would have preven	ted you from leaving this organization?	
	What did you like best while working wi	ith this Organization?	
4.	What did you like least while working w	vith this Organization?	
5.		orming well in this Organization?	
	What are the hindering factors for not a	achieving your goals?	



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	Ì			
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	‡	1		
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	Port
	1	<del> </del>	
-			
1			
	Excellent	Excellent Good	Excellent Good Fair

•	e your job profile, assignment etc. you have got in your new organ	nization.
10. What sugge	estions do you have to make this organization, a better place to we	ork?
11. Comments	by Interviewer.	······································
How may we o	ontact you?	
Telephone:	99264538418	
Address:	A-47 BAG DIL KUSha BhoPal	
E-mail:	SHISH. Chandelkor @ Gmail. com	(R) 194

Date

Employee Signature

HR Signature

05.01.17

SHIST



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



Authorised signatory

Name- SATISH CHANDELKAR Code No- P-50775 Valid Usto 31/03/2017

## Address: A-47 BAG DILKUSH RAIGEN ROAD BHOPALBHOPAL462001

Mob - 9926453848 DOJ - 22/11/2016 DOB - 07/01/1966 Blood Group: O+

Issued By

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