

PAMACIAN - CLEARANCE / EXIT FORM

Name	DEEPAK SAHU	Date
Code No	P-53180	
Date of Joining:	09/06/2014	
Date of Resignation:	11/12/2014	
Date of Relieving:	15/12/2014	
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 & A
Email id	Disabled/NA	
User name and Password	Disabled/NA	
All Identity cards	YES	
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
Deepek Sahu.	Hathale.	



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



Authorised signatory

Name- Deepak Sahu
Code No- P-53180
Valid Upto 31-03-2015



PAMAC Finance Private Limited
A-23, Shivam Industrial Estate, H, G, D, Ashokan Road, Wadgaon, Mumbai - 400 033, INDIA
TEL: 982 231 0839 / 2210 / 022-23108399 FAX: 022-23108399

Exit Interview Form

Name: <u>DEEPAK SAHU</u>	Position:
Department:	Name of immediate Manager:
Date of Joining:	Last Working date:

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

career growth

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

PAMAC Finance Corp is a big firm
at the time of exit

3. What did you like best while working with this Organization?

PAMAC Finance is in work place
relationships is good with employees

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

Credit losses in Bank office

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

all employees are help to other
employees

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



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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.

Credit Profile in Back office

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

only one suggestion is: SALARY
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11. Comments by Interviewer.

How may we contact you?

Telephone:	9752 58 5358
Address:	
E-mail:	aryan.sahu.786@gmail.com

Date

Employee Signature

Deefer Sahu.

HR Signature