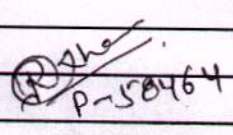
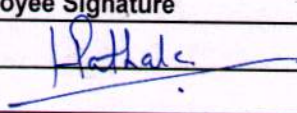


PAMACIAN - CLEARANCE / EXIT FORM

Name	HITESH PATHAK	Date: 30/11/2016
Code No	P-54317	
Date of Joining:	21/11/2014	
Date of Resignation:	28/09/2016	
Date of Relieving:	5/11/2016	
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	Disabled/NA	
User name and Password	Disabled/NA	
All Identity cards		
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 
		

Exit Interview Form

Name: HITESH PATHAK	Position: A.M.
Department:	Name of immediate Manager:
Date of Joining: 21/11/2014	Last Working date: 5/11/2016

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

I got better opportunity that's why I am leaving.

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

There is not such circumstances just wanting more & want to switch.

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

I liked the whole atmosphere of the organization and the structure of the team of our company.

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

Nothing

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

Helping and friendly nature of all the members of our staff.

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

All good.

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.

.....
.....

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

.....
.....
.....

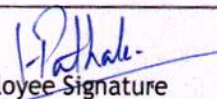
11. Comments by Interviewer.

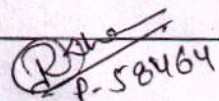
.....

How may we contact you?

Telephone:	9893986126
Address:	45-B MISHRA NAGAR INDORE.
E-mail:	

Date
30-11-2016


Employee Signature


HR Signature

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



HITESH PATHAK
P-54317

A stylized, handwritten signature in black ink, appearing to read 'Hitesh Pathak', written over a horizontal line.

Authorised Signature

Valid Dt : 01/04/2016 To 31/03/2017

Signature

DOJ : 21/11/2014
DOB : 20/05/1981

Blood Group - O+

Address : 45-B

NAGAR

ANNPURNAROAD

INDRE 452002

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