

PAMACIAN - CLEARANCE / EXIT FORM

Name	Kamal Kishore Pathare	Date
Code No	P-53535	
Date of Joining:	31/7/14	
Date of Resignation:	20/12/14	
Date of Relieving:	08/01/15	
Actual Notice period:(Office use)	15 Days	
Short fall in Notice period:(Office use)	nil No	
Days to be deducted from salary(Office use)	nil No	

1. IT SECURITY & ADMIN

Confirm Action

EDP

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



PAMAC

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



[Signature]

Authorised signatory

Name- Kamal Kishore Pathare
Code No- P-53535
Valid Upto 31-03-2015

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Mr. RAJESH AGRAWAL
PAMAC PINSERVE PVT. LTD
NEAR PRESS COMPLEX.

Sub: Resignation letter

This has been a difficult decision for me
to leave PAMAC PINSERVE PVT. LTD. Because
I have been offered a great opportunity in
other company future growth

This is the reason to leaving

I learn alot of from PAMAC & special thank the
all my Senior the support me in every condition

I request to Mr. Rajesh
Agrawal Please accept my Resignation letter

Thanking you

Regards

Kamal Kishore Pathan

20/12/14

