

PAMACIAN - CLEARANCE / EXIT FORM

Name	Shiva Dhadwate	Date :
Code No	P-54206	
Date of Joining:	30/10/2014	
Date of Resignation:	07/11/2015	
Date of Relieving:	07/11/2015	
Actual Notice period:(Office use)		
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 & ADI
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
Shiva dhadwate	Hathake	
	P-54206	

