



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



Authorised signatory

Name: Nitesh Vishwakarma
Code No: P-52645
Valid Upto: 31-03-2015

PAMACIAN - CLEARANCE / EXIT FORM		
Name	Nitesh Vishwakarma	Date: 07/01/15
Code No	NA	
Date of Joining	10/02/2014	
Date of Resignation	07/01/2015	
Date of Relieving	22/01/2015	
Actual Notice period (Office use)	15 days	
Sign off 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	
Username and Password	Disabled/NA	
All Identity cards		
Sim Card	NA	
Any other due	No due	
Any bill or articles	No due	
3. ACCOUNTS	Confirm Action	MANAGER-ACCOUNTS
Arduous/Suspense	No due	
Any other due	No due	
4. HANDOVER PROCEDURE	Confirm Action	Dept Head
Physical files	NA	
Data in files and folders	NA	
Training given to successor		
Any other outstanding issues	NA	
5. HR		
Deactivation of Bank Salary Account		
Employee Signature	Branch / Dept Head	HR

* Relieving order/Experience letter shall be given after receipt of exit format duly filled and finally signed by HR Dept.
* Full & final settlement of accounts shall be done after 15 days of receipt of the clearance form.



Exit Interview Form

Name: Nitesh vishwakarma	Position: -
Department: PDP	Name of immediate Manager:
Date of Joining: 10/02/14	Last Working date: 22/01/2015

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

Pamac gives me a platform and after gaining a knowledge & get a new job for ADFC

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

No reason for leaving

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

Gaining lots of knowledge in every product

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

Work Culture is well & all organization worker works as family members

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

Improve work culture & most important giving kyc document knowledge to sales team

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

Don't know team & working on

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.

yes

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

I think the work is more in organization. So must be increase salary for employee according to our work in organization

11. Comments by Interviewer.

How may we contact you?

Telephone:	8109753724
Address:	H. No-133 Krishna nagar Colony. Berkhasa Pathani BA
E-mail:	Vinitesh 62@gmail.com

Date 07/01/15

Employee Signature

HR Signature