

PAMACIAN - CLEARANCE / EXIT FORM

Name	KAVYA MASATKAR	
Code No	P-49853	
Date of Joining:	23/1/2012	
Date of Resignation:	23/4/2015	
Date of Relieving:	2/2/2015	
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	
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
Kavya P-49853	H. Pathak P-54317	



PAMAC

BANKING ON OUR CREDENTIALS
ISO 9001-2008 CERTIFIED COMPANY



Kavya Masatkar P-49853

[Signature]

Authorised Signature

Valid Dt : 01/04/13 To 31/03/15

Exit Interview Form

Name: <u>KAVYA MASARKAR</u>	Position: <u>TL</u>
Department: <u>LAP CREDIT</u>	Name of immediate Manager: <u>Maheendra Singh</u>
Date of Joining: <u>23/01/12</u>	Last Working date: <u>07/02/15</u>

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

Salary Growth

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

Same as Above

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

Atmosphere

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

NA

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







NA

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

NA



	Yes	No	Sometimes	Write your remarks if you have any
a) Was consistently fair				
b) Recognizes and uses appreciative language when good job done	Yes			
c) Not at all biased with any one in our team	Yes			
d) Was efficient and sensitive towards departmental problems	Yes			
e) Consults before taking decision	Yes			
f) Never uses de-motivating words and sarcastic language	Yes			

	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				

Credit officer

Team Work

Telephone:	8602633675
Address:	D/c Ram marcliv Compound Cuckoo Marjau
E-mail:	Kayyomassetkan@gmail.com

HR Signature