

TEAMSPACE - CLEARANCE / EXIT FORM

Name	Gaurav Soni	Date :	
Code No	T-01305		
Date of Joining:	01/10/2013		
Date of Resignation:	06/08/2014		
Date of Relieving:	06/09/2014		
Actual Notice period:(Office use)	30 Days		
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	

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Exit Interview Form

Name: <u>Gaurav Soni</u>	Position: <u>Executive</u>
Department: <u>CPA</u>	Name of immediate Manager: <u>Mr. Rajesh Aggarwal</u>
Date of Joining: <u>01/10/2013</u>	Last Working date: <u>06/09/2014</u>

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

Better Opportunity

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

if opportunity in advancement available

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

Healthy atmosphere

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

PDP stand alone

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

guidance by seniors and teamwork with colleagues

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

Resources Not there

7. What did you think of your Reporting Manager on the following points

	Yes	No	Sometimes	Write your remarks if you have any
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YES NO something else

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.

Credit CPA

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

get to gather and review system
Training for

11. Comments by Interviewer.

How may we contact you?

Telephone:	9009192-231
Address:	1247, D sudama Nagar, Indore 452009
E-mail:	grv.soni256@gmail.com

Date

14/11/2017

Employee Signature

[Signature]

HR Signature

[Signature]
P-58464