

# **PAMACIAN - CLEARANCE / EXIT FORM**

Name	Ashwanya Agrawal	Date : 25/4/17
Code No	P58877	
Date of Joining:	25/7/2016	
Date of Resignation:	27/2/2017	
Date of Relieving:	30/4/2017	
Actual Notice period:(Office use)	2 months	
Short fall in Notice period:(Office use)	nil	
Days to be deducted from salary(Office use)	nil	
<b>1. IT SECURITY &amp; ADMIN</b>	<b>Confirm Action</b>	<b>EDP &amp; ADMIN OFFICER</b>
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	
<b>3. ACCOUNTS</b>	<b>Confirm Action</b>	<b>MANAGER-ACCOUNTS</b>
Advance/Suspense	No due	
Any other due	No due	
<b>4. HANDOVER PROCEDURE</b>	<b>Confirm Action</b>	<b>Dept Head</b>
Physical files	Yes	
Data in Files and folders	24/4/17	
Training given to sucessor	Yes	
Any other outstanding issues	NO	
<b>5. HR</b>		
Deactivation of Bank Salary Account	NO	
Employee Signature	Branch / Dept Head	HR

*[Signature]*

*[Signature]*

*[Signature]*  
P-58464



PAMAC Finserve Private Limited  
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#### Exit Interview Form

Name: <u>Aishwarya Agrawal</u>	Position: <u>SOA</u>
Department: <u>Sonalakshmi</u>	Name of immediate Manager: <u>Rehnuma Khan</u>
Date of Joining: <u>25/7/2016</u>	Last Working date: <u>30/4/2017</u>

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

For Better Opportunity.

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

Time management late working.

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

Team, Colleagues.

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

Time management.

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

My Colleagues and JCH, COL

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

Lack of motivation.



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.

Not got new job.

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

No suggestion.

11. Comments by Interviewer.

Great experience, lots of learning.

How may we contact you?

Telephone:	9827925966, 8962825741
Address:	MIG-1-464 Milon Chowk HUDCO Bhilai (C.G)
E-mail:	aishwaryaagrawal25@gmail.com

Date

25/4/17

Employee Signature

*Aishwarya*  
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HR Signature

*P-58484*



**PAMAC**

**BANKING ON OUR CREDENTIALS**

**ISO 9001:2008 & IEC 27001:2005**

**CERTIFIED COMPANY.**



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**Authorised signatory**

**Name- AISHWARYA AGRAWAL**

**Code No- P-58877**

**Valid Upto 31/03/2017**

Address: MIG 1-464 MILON

CHOWK

HUDCOBHILAI BHILAI 452  
001

Mob - 9827925966  
DOJ - 25/07/2016  
DOB - 25/03/1996

Blood Group: O+

Issued By

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