

**NIPPON EXPRESS (INDIA) PRIVATE LIMITED**Outstanding Dues & Handover Report

Form No :	NEIN/CS/IT/30-119		
Branch :	Mumbai Branch Office	Department :	Customs Brokerage
Name :	MAHENDRA RAJARAM BAGKAR	Emp Code :	2358
Designation :	ASST. MANAGER	Reporting Officer :	S JAYADAS
Date Of Resignation :	2019-08-14	Last Served Date :	2019-09-18
Date Of Relieving requested by the employee :	2019-09-13	Date of Relieving as per co policy :	2019-09-12
Status Of Employment :	Probationary	Grade :	OL-3
Not Served :	-5 Days		

Only For HR Dept.

		HR Remarks
All document taken overby:	Jayadas S	NA
Company Car :	NA	NA
Calculators :	Yes	Yes
Connection surrendered :	NA	NA
Mobile handset :	NA	NA
ID card :	Yes	Received
Workstation keys :	NA	NA
Leave card enclosed:	NA	NA
Resignation letter enclosed:	Yes	Sent to HO
Identity card enclosed:	Yes	Yes
Any Other:	NA	Received compliance & Handbook

Only For A/C Dept.

Accounts - Advance / Imprest Balance:	NIL	Remarks :	No pending IOU's
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IT Asset Provided

Item Name	Branch IT Remarks	IT Manager Remarks
Laptop/Desktop Model :	Lenovo M720 Tiny	At Mumbai office
Data Card :	NA	Received laptop on 12/09/2019
Email Id :	mahendra.bagkar@nitsso.co.in	NA
Newins Id :	NA	Can be delete after 1 Month
Domain User :	mahendra.bagkar	Deleted e-mail id from our server on 25th Sept 2019
Mobile Phone Model :	NA	NA
Mobile No :	NA	NA
Access Card :	Biometric	Need to Delete
Hard Disk/Pen Drive :	NA	Deactivated biometric access
NExAS ID :	NA	NA
Any Other Asset :	NA	NA

Only For Reporting Officer

DUTIES RESPONSIBILITIES DOCUMENTS AND FILES:	Remarks :	
KEY JOB CONTACTS:	Remarks :	
NOTICE PERIOD WAIVE OFF:	Remarks :	

Approval Routing

Name	Designation	Status	Remarks	Date
Rutika Harishchandra More	HR / ADMIN	Initiator	Employee completed his handover formality & relived. Please process his full & final settlement as per company policy	2019-09-19
YOUREY FABIAN VICTOR	Sr. Manager	Approved	Approved. No pending IOU's. Please process.	2019-09-20
NILKANTH V PAWAR	Dy. Manager	Approved	Need to keep email ID active for 1 month.	2019-09-20
RUTIKA HARISHCHANDRA MORE	Sr. Executive	Approved	For your approval	2019-09-20
JAYADAS S	Sr. Manager	Approved	Approved	2019-09-21
MOHINDER PAL SINGH	Sr General Manager	Approved	approved	2019-09-25
PRASANNA KUMAR V	Asst. General Manager	Approved	Received Desktop, deactivated e-mail id, domain account and biometric access on 25th Sept 2019. No other dues from IT dept. F & F settlement can be processed.	2019-09-25
VANISHREE M	Asst. General Manager	Approved	FFS completed	2019-10-14
BIJU M	General Manager	Approved	Approved	2019-10-19
VANISHREE M	Asst. General Manager	Approved	closed the file	2019-11-05