

# CAPITA

## Leaver Details (No Dues Form)

### Section 1:

Name:	<u>Sneha</u>	<u>Koli</u>	Grade:	<u>GB</u>
	First name	Surname		
Employee number:	<u>10345960</u>		Designation:	<u>Associate Software</u>
Date of Joining:	<u>18-April-2016</u>		Date of Resignation:	<u>18-Nov-2016</u>
Process/ Function:	<u>ITES</u>		Last working date:	<u>25-Nov-2016</u>

consultant

### Section 2:

Notice Period Served: _____ Days	Short Notice : _____ Days
( * Waiver of Notice Period would require HOD's Approval)	
(** If termination, one month salary to be paid )	Leave Without Pay : _____ Days
Privilege Leave Entitlement: _____ Days	Priviege Leaves taken: <u>6</u> Days
( * To attach a copy of Leave card)	
Written accepted resignation attached Yes / No	
Leave Balance: _____	Night Shifts: _____ Days
Privilege Leaves- <u>18.36</u>	
Provident Fund: _____	Long Working Hours ( OT ): _____ Hours
Withdrawal / Transfer <input checked="" type="checkbox"/>	
(Put a tick for the correct Option)	

### Section 3:

Address for Communication:	<u>Home no-889, Vikas Nagar,</u>
	<u>Pragati Colony-A, Kiwale, Dehuroad, Pune-412101</u>
	<u>Landmark- Marathi School</u>
Telephone Number:	<u>+91-9730313148</u>
Email ID:	<u>Sneha.Koli764@gmail-Com</u>
Please mention complete details required to courier you the FnF Kit (Cheque, Relieving Letter, Employment Certificate, PF withdrawal forms)	

Signature of Employee

Sneha Koli

HR Exit Interview conducted by

Date:

Signature & Date

IA

**Steps to follow by the employee:**

Get all the relevant columns signed from the concerned person

Handover the Leaver details along with your Original Resignation Letter to HR on your LWD

Exit interview Form to be attached along with this Form while submitting to HR

**Handover - Documents / Assets**

For All Grades				
Department	Applicability	Particular	Contact Person	Signature
Own Department	ALL	Any co documents/ Manual/equipment	Respective Line Manager	<i>[Signature]</i>
	ALL	Knowledge Transition		
	Process Leaders & above	PDR review		
	ALL	Time Sheet completed		
Facility	ALL	ID card / Access Card	YES	<i>[Signature]</i> 18/11/12
	ALL	Keys (Office, Desk, others)	NA	
	ALL	Mobile Bill Recovery	NA	
	As Applicable	Mobile Phone / Connection	NA	
	As Applicable	Business Card	NA	
IT	ALL	Disable systems accounts (email, Internet Access SDOE ID & LAN ID)		No Assets due <i>[Signature]</i>
	ALL	Headphone	INC0000002381610	
	ALL	Disable access to all network folders	INC0000002381623	
	As Applicable	Laptop and accessories	NA	
Finance	ALL	Travel Advance / Petty Cash		
	As Applicable	Foreign Travel Advance Recovery		
	As Applicable	Any Other Recovery		
HR-L&D	ALL	Mandatory Training Completion		
Human Resources	ALL	Salary Advance		<i>[Signature]</i>
	ALL	Travel Bond (ICT / Training) / Relocation Expense Recovery		
	ALL	Employee Referrals		
	As Applicable	Recovery under Career Enhancement Policy		
	Sr. Managers & Above	Rent Recovery		
	ALL	Other Recovery		

**Declaration:**

I hereby agree and acknowledge that all intellectual Property (including but not limited to copyrights, designs, trademarks, patents, logos) whatsoever in my possession or created by me for Ventura during the course of my employment are the exclusive property of Ventura India Pvt Ltd.

Signature of the Employee: *[Signature]*Signature of HR Personnel: *[Signature]*Name of the Line Manager / HOD: *[Signature]*Signature of the Line Manager / HOD: *[Signature]*

Finance Sign-off:

Santosh. Wable @ Capita.co.uk

cc Rahul Adhikari

Facility: Bhupendra Rangare