

Declaration

We would also like to take this opportunity to remind you that, after getting released from the employment with the Company, certain of your obligations agreed by you under your Employment Offer Letter and Non-Disclosure Agreement signed by you will remain continue in effect. These obligations include, but may not be limited to the following –

1. All developments made and work created by you during the Term of your employment with the Company is the exclusive proprietary property of the Company. Any and all copyright(s) and other proprietary interest(s) therein shall belong to Company.
2. You shall not share confidential & proprietary information about company. This includes information about trademarks, upcoming product releases, sales, finances, number of products sold, and number of employees, company strategy, referencing customers, partners or suppliers by name, details of their projects, and any other information that has not been publicly released by the company in their social media disclosures. These are given as examples only and do not cover the range of what the company considers confidential and proprietary.
3. You can't work / render services to the clients of the company or clients of company's clients. This shall be applicable to you as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with Company. This shall also remain applicable for **a period of 6 months** from the date of leaving the services of the company.

I, Mujeeba Zainab Khan hereby declare and agree that I have gone through the aforementioned details and understand it to the best of my knowledge.

Date: 7/4/2023

Sign  Digitally signed by: Mujeeba Zainab Khan on 07/02/

Exit Summary			
S. No.	Stakeholders	Checklist Description	Clearance Provided
1	Basic Details	Employee Id	1012513
		Full Name	Mujeeba Zainab Khan
		Designation	Associate Consultant
		Location	Indore-Crystal IT Park-DC(102)
		Business Group / Shared Service Group	Business Group 4 (BG4)
		Business Unit / Shared Service Unit	Business Unit 5 (BG4-BU5)
		Date Of Joining	7/5/2021
		Resignation Date	5/8/2023
		Relieving Date	7/4/2023
		Terminate Reason	Voluntary - Exit
2	Facilities	Return Of Access Card	
		Comments	
		ID Card	
		Comments	
		Security Card/ SEZ Pass (If Any)	
		Comments	
		Drawer Keys	
		Comments	

		Library Books	
		Comments	
		Mobile &/Or SIM Card	
		Comments	
		Laptop &/Or Data Card	
		Comments	
		Any Amount Due For Usage Of Company Vehicle Or Company Provided Transportation Facility	
		Comments	
		Any Other Asset	
		Comments	
		Remarks	

3	HRPP	Exit Interview Completed	Yes
		Comments	
		Core Technology	Java
		Concerns That Made Him To Lookout For Another Company	Other;
		Company He / She Is Joining & CTC (If They Are 2 Or More Offers They Have To Provide Corresponding Comp Details)	

		Additional Comments (If Any)	NA
4	Finance Accounts	Any Recovery For Relocation Expense	No
		Comments	
		Certification Expense Recovery	No
		Comments	
		Joining Bonus Recovery	No
		Comments	
		Notice Period Buy-Out Recovery	No
		Comments	
		Travel Advance Recovery	No
		Comments	
		Any Other Outstanding Advance Or Recovery	No


		Comments	
		Guest House Related Recovery	No
		Comments	
		Club Expenses Recovery	No
		Comments	
		Any Other Recovery	No
		Comments	
		Remarks	NIL
5	IRM	Employee Access Revoked From Client Servers/Repository Or Other Client Provided System	
		Comments	
		Hardware And Software Handover To The Client/YASH	

		Comments	
		Project handover to the client/YASH	
		Comments	
		Pending application/Regularization approved?	
		Comments	

		Remarks	
6	Visa	Visa Processed	
		Comments	
		If Visa Is Processed, Has Employee Traveled	
		Comments	
		Any outstanding against the family/personal tickets	
		Comments	

	Remarks	
7 E x i t i n t e r v i e w	What Are Your Best Moments In YASH?	<p>It was a pleasant journey with Yash. I have worked enthusiastically and got to learn many new things. Found so many wonderful people who have helped me to reach different milestones in this journey. I have plenty of best moments, as I have worked remotely I have great bonding with my colleagues online.</p> <p>Overall it was a wonderful journey. Thank you so much Yash for being the first career builder of my life.</p>
	Rate The Following Parameters That You Liked Most During Your Tenure At YASH?	
	Project & Quality Of Work	4
	Rewards & Recognition	4
	Learning & Development	5
	Compensation & Benefits	5
	Career Growth	4
	Engagement Activities	4
	Work Environment	5
	Work Life Balance	5
	Role and its Clarity	4
	Relationship with Manager	4
	Select Top 3 Reasons That Have Led To Your Departure From YASH	
	Location Constraint – Marriage, Distance from Office	Yes
	Project	No
	Recognition	No
	Culture Issue	No
	Career Goals Mis-Match	No
	Compensation	Yes
	Career Growth	No
Onsite Opportunities	No	
Relationship with Manager	No	
Personal Reason – Family, Baby Care, Marriage, Higher Education etc.	Yes	
At Work, Were Your Opinions Recognized And Appreciated? Please Rate.		4

	Would You Recommend YASH To Your Friends, How Like- ly?	4
	What Do You Feel About Your Team/Department?	Supportive;Competitive;
	How Do You Rate Your Reporting Manager On The Following Points?	
	Technical/Functional Guidance	4
	Consistently Fair	4
	Provided Recognition	5
	Regular & consistent interactions	4
	Communication on organizational updates	5
	Resolved Complaints	4
	Provided Feedback On Performance	4
	Encouraged To Have A Work-Life Balance	5
	Provided Career Guidance	5
	What are the actions and initiatives that would have made you reconsider your exit decision?	Benefits and Pay
	Would You Re-Consider Employment With YASH, How Likely?	4
	Mention The Policies That You Like The Most In The Company Or Suggest Improvements...	
	Give Two Suggestions To Make YASH A Better Place To Work...	My overall experience at Yash is wonderful though I have to leave t
	Date	7/2/2023

8	Employee Exit Due Clearance	Details Of Tax Docs Submitted (If Any) Along With Date Of Submission	No
		Comments	
		In Case Of PF Withdrawal; Are The Required Forms Submitted	No
		Are There Any Pending Reimbursement Claims Submitted To HR? If Yes, Date Of Submission	No
		Comments	
		Contact Details Checked & Verified On HRIS	Yes
		Current weeks attendance regularized offline	Yes
		Comments	
		Any pending claims/NSA/Local Conveyance/Per diem related information shared with Offboarding team?	NA
		Comments	
		Date	7/2/2023
		Employee Signature	 Digitally signed by: Mujeeba Zainab Khan on 07/02/2023

9	Leave & Attendance	Attendance Pending for approval	
		Comment	
		Leaves pending for Approval	
		Comment	
		Any other query pending	
		Comment	
		EL Balance	
		AEL Balance	
		LWP Details	

10	Travel Desk (Domestic) Clearance	Any recovery against the travel/ticket for personal/Family	NA
		Comments	
		Any recovery against No show/No Travel	NA
		Comments	
		Remarks	NA

11	Benefit Desk	Night Shift Allowances (NSA) to be paid	
		Comment (Numbers of days * per day Amount = Total Amount)	
		Per diem/Local Conveyance to be paid	
		Comment (Numbers of days * per day Amount = Total Amount)	
		Any other Allowances	
		Comment	
		Pending Claims	
		Comments	

12	PMS Desk	Performance Linked Incentive (PLI) Applicable	No
		Rating Scale	
		Comments	
		Recovery associated with increment	No
		Effective Date	
		Duration (in months)	
		Amount	
		One Time Bonus Recovery	No
		Effective Date	
		Clawback Duration (in months)	
		Amount	
		Remarks	NA

13	Central Offboarding	No Dues shared by Location Facilities	
		No Dues shared by Finance & Accounts Payable	
		No Dues shared by HRBP	
		No Dues shared by IRM	
		No Dues shared by Visa Desk	
		No Dues shared by Travel Desk (Domestic)	
		No Dues shared by Benefits	
		No Dues shared by Employee	
		Email ID deletion date	
		Remarks	