

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

<div>8</div> <div>Employee Exit Due Clearance</div>	Details Of Tax Docs Submitted (If Any) Along With Date Of Submission	No
	Comments	
	In Case Of PF Withdrawal; Are The Required Forms Submit- ted	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	

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

<div>11</div> <div>Benefit Desk</div>	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