

Separation Checklist
To be filled by associate

Name:	Ram Sai Karthik Unnam
Employee No:	1420507
Project HR:	Deepti Dalvi Lad
Exit Interview completed (Y/N):	Y
SEEPZ Pass / SEZ pass:	18249 (Adibatla) and P-8261 (Synergy Park)
Timesheet to be filled till last working date:	Yes
Any leave availed during the Notice Period:	No
MMT Request No.	749408
All GESS Claims raised and approved (Y/N):	Y
Night Shift allowancerostered till Date of Release	-
<u>Personal details for future correspondence</u>	
Contact no:	+91 - 9490386575
Alternate contact no:	+91 - 9397875348
Personal e-mail-id:	ramsai.karthik@gmail.com
Residential address (Permanent / present):	Flat No: 302, Home Sree Towers, Madhavi Nagar Society, Opp. KPHB, Near Hanuman Temple, Kukatpally, Hyderabad - 500072

For Office Use Only (Not to be filled by resigned employees)

Notice Period Shortfall days (if any)	
Service agreement	
Overseas agreement	
Onsite Resignation	
Resignation letter received on	
Departmental Clearance	
Client Assets – Clearance from project	
TCS ID – Card Submitted	
Provident Fund form	
Gratuity	
Superannuation	
SO Remarks	
Do you have valid visa / work permit processed by TCS:	
Dues Amount	
Amount received against	
Mode of payment (Online)	
Put up comment	