



### Exit Checklist Form

(To be completed by resigning employee on last working day)

Name: Associate Sukant Kumar Assoc. ID: 2004016

Designation: Machine Learning Engineer II-IN-ATM Department: AI/ML

Reporting Manager: Mrunalini kulkarni Last day of employment: 17/06/2022

#### Exit Checklist:

#### 1. Reporting Manager

☒ Handover completed: \_\_\_\_\_

☒ All hardcopy and softcopy information / source-code held by the employee has been returned: X Yes No

☐ Team Member is a Manager – Y/N: Yes X No

☐ Status Change Form for new reporting structure sent – Y/N/NA: Yes No X N/A

Manager's Signature: Mrunalini kulkarni Date: 06/12/2022  
DocuSigned by: 9FA62CCC8D6345A...

#### 2. IT

☒ Laptop (Details / Remarks): \_\_\_\_\_

☒ Laptop Accessories (Details / Remarks): \_\_\_\_\_

☐ Cell Phone / Mobile Handset (Details / Remarks): \_\_\_\_\_

☐ Cell Phone / Mobile Accessories (Details / Remarks): \_\_\_\_\_

☐ Monitor: (Details / Remarks): \_\_\_\_\_

☒ Keyboard: (Details / Remarks): \_\_\_\_\_

☒ Mouse: (Details / Remarks): \_\_\_\_\_

☒ Docking Station (Details / Remarks): \_\_\_\_\_

☒ Adapter / Charger (Details / Remarks): \_\_\_\_\_

☒ Headset (Details / Remarks): \_\_\_\_\_

☐ Any other (specify): \_\_\_\_\_

No due authorization from IT Support confirmation: X Yes No Date: 07/04/2022

IT Acknowledgement: IT - India IT Engineer Name: GTM  
DocuSigned by: 6125CF849AC6471...

Comments, if any: \_\_\_\_\_

#### 3. WPS

☐ Access card Office (Details / Remarks): \_\_\_\_\_

☐ Access card Building (Details / Remarks): \_\_\_\_\_



- ☐ ID card with holder & pulley (Details / Remarks): \_\_\_\_\_
- ☐ Drawer keys returned (Details / Remarks): \_\_\_\_\_
- ☐ Parking Pass (Details / Remarks): \_\_\_\_\_
- ☐ Visiting cards – remaining (Details / Remarks): \_\_\_\_\_

**No due authorization from WPS:** ☒ Yes ☐ No **Date:** 07/05/2022

DocuSigned by:  
WPS Acknowledgement: WPS - India WPS Representative Name: Pallavi  
5222A5298EE04F9...

Comments, if any: \_\_\_\_\_

#### 4. Finance

- ☐ The employee owes no money to the company.
- ☐ Joining Bonus recovery: N/A
- ☐ Certification Reimbursement recovery: N/A
- ☐ Relocation recovery: N/A
- ☐ Notice Pay buyout recovery: N/A
- ☐ Travel Forex card (Details / Remarks): N/A
- ☐ Credit Card (Details / Remarks): N/A
- ☐ Clearance from the finance department \_\_\_\_\_

**No due authorization from finance:** ☒ Yes ☐ No **Date:** 07/07/2022

DocuSigned by:  
Finance Acknowledgment: Finance - India Finance Representative Name: Priya Jeswani  
054B504A2DBE474...

Comments, if any: \_\_\_\_\_

#### 5. P&C

- ☐ Medical insurance cards returned: N/A
- ☐ Exit survey completed before employee's departure N/A
- ☐ Employee's clearance status from all concerned departments Yes

**No due authorization from P&C:** ☒ Yes ☐ No **Date:** 07/08/2022

DocuSigned by:  
P&C Acknowledgment: People & Culture India P&C Representative Name: Aditi Srivastava  
8D3A82A3290C403...

Comments, if any: \_\_\_\_\_

DocuSigned by:  
**Employee Acknowledgement and Signature:** Sukant Kumar **Date:** 07/08/2022  
1724 A/4, ward 19, Near JEE Zone Coaching, Hospital More, Biharsharif, Nalanda  
**Permanent Address:** (Bihar) - 803101

Cell: +91 - 9599671519 **Personal Email ID:** 1992.kumarsukant@gmail.com