

## Instructions:

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## Employee Details

Employee Name	Fahad ZAIUL AIN Usmani	Employee ID	MAC18122
Title		Department	
Date of Joining	2018-02-01	Date of Separation	
Correspondence Address		Permanent Address	
Res. Phone Number		Mobile Number	
Personal Email ID		Alternate Email ID	

Department and Activity	Name and Signature	Remarks
<b>Department Head/ Supervisor</b>		
Appraisal Completed Date		2024-02-13
Project Related Documents/Software Handover		Yes
KT Plan Atteachment		GST Invoice pdf.pdf
Charge Handover to		
Inactivation of Communicator		Yes
Inactivation of Email ID		Yes
Release of Machine/Laptops		Yes
Backup from Machine/Laptops		Yes
<b>GNA and Admin</b>		
Cabinet Keys		Not Deposited
Stationary/Plaques		Not Deposited
Monetary Dues		Not Deposited
Door Access/ ID Cards		
<b>Account/ Finance</b>		
Investment Proof		Not Deposited
Relocation Expense		Not Deposited
Corporate Credit Card		Not Deposited
Foreign Exchange		Not Deposited
<b>Facilities/IT</b>		
Disk/CD		Deposited
Company Mobile Phones		Deposited
Machine Password		Deposited
<b>Human Resource</b>		
Leave Balance		Settled
Salary Advance / Loan		Settled
Exit Interview		Completed
PF Forms		Submitted
Experience Letter		Given