

## Instructions:

- Instruction 1
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## Employee Details

Employee Name	Swati Mangesh Khandare	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		
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		Deposited
Stationary/Plaques		Not Deposited
Monetary Dues		Not Deposited
Door Access/ ID Cards		Not Deposited
<b>Account/ Finance</b>		
Investment Proof		
Relocation Expense		Not Deposited
Corporate Credit Card		Not Deposited
Foreign Exchange		Not Deposited
<b>Facilities/IT</b>		
Disk/CD		Not Deposited
Company Mobile Phones		Not Deposited
Machine Password		Not Deposited
<b>Human Resource</b>		
Leave Balance		Settled
Salary Advance / Loan		Not Settled
Exit Interview		Completed
PF Forms		Submitted
Experience Letter		Given