

To be filled in by the Branch / Department :

Lr. No.

Date :

1. Whether all books handled by the above employee are balanced & kept in Order ?

Yes	No.
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2. Details of loans and advances outstanding in the name of the employee :

SL.NO	Particulars	Account No.	Branch	O/S Balance
1	COD STAFF			
2.	Staff Housing Loan			
3.	Vehicle Loan			
4	Personal/Swarnabhara			
5	Educational Loan to Children			
6	A.B.E.Co-op Bank			
7	Credit Card Dues			
8	Any other loans			
	TOTAL			

3. Details of advances outstanding in Sundry Debtors and furniture :

Particulars of advance	Outstanding Balance in Rs. As on (date)
Sundry Dr -Festival Advance	
Sundry Dr - Rental Advance	
Residential Furniture	

4. Whether the employee provided with Identity Card ?
if so, particulars :

Yes	No
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5. Whether the employee is provided with Credit Card ?
:

Yes	No
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6. Whether any leave availed by the employee pending for sanction from the Sanctioning authority :

7. Position regarding Power of attorney :

8. Any disciplinary proceedings are pending against the employee, if so furnish details :

9. Position with regard to Liquidated damages, if applicable :

Recovered . Rs.	Not applicable :
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10. Details of any other remarks/relevant information

Recommendations of Branch Manager / Head of the Department in case of ZO/HO:

Signature

Designation

Date :

To be filled in by Zonal Office / Recommending Authority in Head Office :

Specific Recommendations of Zonal Manager/ Concerned General Manager at Head Office :

- No Disciplinary Case is outstanding against the officer
- No Contemplated action is pending
- His service record for the last five years has been verified and no adverse remarks noted

Signature

Designation

Date :

EXIT INTERVIEW

NAME : _____

CODE NO. _____

1. What are your primary reasons for leaving? Please tick the relevant column.

Personal reasons	Medical reasons	Another employment
Relocation	Retirement	Further studies

2. What did you find most satisfying about your job ?

3. What did you find frustrating about your job?

4. Were there any policies or procedures of the Bank that made your work more difficult?

5. Would you consider returning to this Bank in future?

6. Would you recommend this Bank to a friend as a good place to work?

7. Is there anything the Bank could have done to prevent you from leaving?

8. Any other information / suggestion you want to share :

Branch Manager's signature

Employee's signature

Date :