

No Dues Clearance Certificate

| | |
|--|---------------------------|
| Sap ID: | Employee Name: |
| Pay Roll ID: | Designation: |
| Location: | Reporting Manager: |
| Last Working Date: | |
| Address for future correspondence : | |

Employee is requested to get the clearance from all entities mentioned below. All entities that are providing clearance are requested to scrutinize and then provide clearance.

Clearance from Business/Function Head:

| Business / Function Clearance | Remarks (Y / N) | Name & Signature |
|---|------------------|------------------|
| <ul style="list-style-type: none"> ➤ All passwords to file/ computers ➤ All company literature, price list, etc. ➤ All project reports ➤ Transfer of learning – debriefing and handing over ➤ Outstanding activities | | |

Clearance from Business/Function Representative:

| S.NO. | Business/ Function | Particulars | Remarks | Representative's Name | Signature |
|-------|--------------------|---|---------|-----------------------|-----------|
| 1. | Facilities | <ul style="list-style-type: none"> ➤ Company Car ➤ House & Housing furniture ➤ Lease Accommodation ➤ Car Lease ➤ Electricity Bills ➤ Club Membership & inform Clubs ➤ Books/Magazines/CD Videos. ➤ Security ➤ Furniture – Fixtures ➤ White Goods ➤ Any Other | | | |
| 2. | IT | <ul style="list-style-type: none"> ➤ Desktop/ laptop ➤ Any other IT Equipment | | | |
| 3. | Finance | <ul style="list-style-type: none"> ➤ Travel Advance ➤ Office Advance ➤ Imprest Advance ➤ Any other advance ➤ Salary and Wages ➤ PF ➤ Cash Section ➤ Bills Section ➤ Any other | | | |

Employee Declaration:

I have submitted Investment Proofs & Rent Receipts to Finance as provided in Proposed Declaration Form for this Financial Year for Tax Calculation. In Case of non submission, applicable Taxes may be recovered.

Employee Signature

HR Clearance:

| | |
|-------------------------|------------------------------|
| Date of Joining : | |
| Date of Relieving : | |
| Current Salary payable: | |
| Salary Restoration | |
| Salary Recovery | |
| P L to be Encashed | |
| Date : | Authorized Signatory: |
| | |

| | Particulars | Remarks |
|---------------------------------------|------------------------------|-----------------------------|
| HR Checkpoints | ➤ Resignation Letter | |
| | ➤ Clearance Form | |
| | ➤ Left date update in master | |
| | ➤ Job status = left | |
| | ➤ Identity Card | |
| Notice period required to be given | | |
| Notice period served. | | |
| Shortfall in Notice Period. | | |
| PL to be Adj. against Notice period | | |
| Shortfall Notice pay recoverable days | | |
| PL Encashable days | | |
| In case Notice pay waived | | Approval from HR Director : |
| Notice pay not required | | |

IT Clearance (to be filled by the ITCALLDESK Team)

Ticket ID _____
Email ID _____
Monitor Model _____
System Name _____
System Serial No _____
System Model _____
Configuration CPU: _____ RAM: _____
HDD: _____ CDRom/CDRW/DVD Combo
Peripherals _____

User Declaration

I hereby authorized IT Calldesk team to take back my IT Asset into their custody. With this authorization it has been declared that my data and mail backup has been properly taken and handed over to my reporting manager.

User Sign : _____

Business Head Sign: _____
