

Company Properties Reconciliation Form

Name of the Employee: Employee ID:

Date of joining: State:

Designation: Reason:

SNo	Details	Given/Returned	Remarks
1	Resign letter given or not		
2	Notice period done or no		
3	Supervisor feedback on No due clearance		
4	Any salary advance pending		
5	If wireman certificate applied through company, related amount paid company or not		
6	Tool Due		
7	If any other Dues to companies		

Employee Declaration

This is to confirm that I have received above said all the mentioned tools from Jyothi Facility Management Pvt Ltd in working condition. I will return all of them to the company while leaving this job and i will accept to debit my salary if any Damaged or Theft or Lost or failed to return.

Sign & Date

Thumb

No Due Certificate Procedure

This is to declare that I am accepting to debit the penalty amount from my salary towards Damaged/Not returned items value.

Penalty Value

Employee Sign
for Acceptance

0