



OFFLINE CLEARANCE FORM

Emp No : _____

Emp Name : _____

Office Location : _____

Project: _____

Project HR: _____

Date of Release: _____

- This is to advise you that the following are the outstanding against your account as certified below by the officer of the concerned departments.
- It is the responsibility of associate to ensure all the clearance are available on last working day.
- You can track your separation workflow & see the name of clearance officer against whom you clearance is pending in Ultimatix -HR & Talent Management – Italent. (You can see the same post HR clearance).

Department	Particulars	Clearance Officer (CO)	Remarks	Date	Signature
ADMIN (AD)	TCS ID card/SEEPZ ID card/CLIENT ID card				
	Keys (Location Admin)				
Visa Cell (Visiting Hours 3-5 pm. Kindly carry passport while visiting Visacell)	Pune Visacell (Sahyadri Park , A1 Block , 1 st Floor) (pune.visacell@tcs.com)				
IS (CC)	Photon / Laptop (Pls mention Asset ID of Laptop / photon submitted)	Chetan N (518030) / Pravin Thote (1018245)	Please connect with authorized officer (as mentioned in Italent workflow) & ensure the clearance is given in system by them. Offline clearance to be taken only if your base branch is other than Pune.		
	SIM card				

******This form needs to be submitted to Pune separation cell to your Separation HR on your last date.**

In case of any clarification you may contact your concerned Separation HR.