

HIGHBAR TECHNOCRAT LTD.

Project Name: \_\_\_\_\_

**CLEARANCE CERTIFICATE**

(To be completed within 48hrs before Date of Relieving)

(To be signed only by the respective HOD and submitted to the Personnel Department)

Date : \_\_\_\_\_

Name \_\_\_\_\_

Designation & Grade \_\_\_\_\_

Date of Joining \_\_\_\_\_

Date of Release from site \_\_\_\_\_

**Clearance :**

**Signature**

1. <b>Current Department:</b>	a) Files and document handed over to _____	<div></div>
	b) Handing over Note submitted _____	
2. <b>Stores :</b>	a) Main Stores _____	<div></div>
	b) Sub Stores _____	
3. <b>Administration :</b>	a) Bachelors / Family accommodation vacated on (date):- _____	<div></div>
	b) Canteen Charges due _____	
	c) Any other outstanding dues/deficiency :- like stationery, calculators, furniture, keys, Files etc. _____	
	d) Visiting Card submitted _____	<div></div>
	e) I – card submitted _____	
	f) Mobile phone / connection submitted _____ (where ever applicable )	
4. <b>IT department :</b>	a) Hardware / Software material submitted _____	<div></div>
5. <b>Accounts :</b>	a) Outstanding advance against salary _____	<div></div>
	b) Outstanding travel advance _____	
	c) Outstanding imprest _____	
	d) Telephone / Electricity charges due _____	
6. <b>HR Department:</b>	a) Paramount Mediclaim ID Cards (____Nos.) Returned (date) _____	<div></div>
	b) Exit Form – A filled up _____	
	c) <b>Exit Form – B</b> Submitted _____	
	d) Correspondence Address _____ _____ _____	<div></div>
	e) Contact No. / E-mail Id _____ _____	

\_\_\_\_\_  
(Signature of the leaving Employee)

\_\_\_\_\_  
(Signature of the HR Manager)