

Employee - No Dues Form

Name :
 Emp. No :
 Date of Joining :
 Department :
 Client | Corporate :
 Location :
 Last Working Day :

* Employees are requested to get the clearance in the following order only

Department	Items Pending	Comments	Signature
Immediate Supervisor	Handover Knowledge Transfer Done <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable Client Mail Confirmation Received <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable		
Reporting Manager	Approved for Relieving <input type="checkbox"/> Yes <input type="checkbox"/> No Original Certificate can be released <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable		
System Technology	Laptop/ Data Card surrendered <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable Email Id deleted <input type="checkbox"/> Yes <input type="checkbox"/> No User Id deleted <input type="checkbox"/> Yes <input type="checkbox"/> No Data Backup <input type="checkbox"/> Yes <input type="checkbox"/> No		
Admin	Id card Access card surrendered <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable Visiting Card / Keys surrendered <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable Mobile/ Sim Card surrendered <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable Security informed <input type="checkbox"/> Yes <input type="checkbox"/> No		
HR	Resignation Letter Received <input type="checkbox"/> Yes <input type="checkbox"/> No Notice Period served as per Offer Letter <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waived Bond Completed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/> Waived		
Finance	Advance Pending <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable Travel Expense Settled <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable		

HR Division Comments

To be filled in by the Employee

Name	
Permanent Address	
Telephone and Mobile No	
Email ID	
My Full & Final settlement Gratuity cheque can be deposited to my Bank Account. If so provide account no, account name & bank	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, provide the address details to which the cheque has to be sent:
Signature and Date	

SEPARATIONS-CHECKLIST

Following are the activities and contact person details while processing exit clearance when leaving the organization. We recommend that you carefully go through the same and complete all procedures to avoid any delays in your final settlement. **This has to be done after you submit your hard copy of your resignation letter and it has been dully approved by your reporting manager.**

S. No	Separation Process	Contact Person
1	Collect the Separation Clearance form & Exit Interview from, form HRD – 3days before the last working day	HRD
2	Get the signature from reporting manager	Respective Reporting Manager
3	Get the clearance from Travel Dept/Transport and Telephone bills/ID Cards, Keys Returned	Finance
4	Get the clearance from Finance & Accounts	Finance
5	Get clearance from IT Dept. (to be done on LWD as Innova will be deleting the company mail id / User ID	IT
6	Get the clearance from HR	HRD
7	Fix an appointment for the Exit Interview	HRD
8	Once all the clearances are done return the separation form to HRD	HRD

Reasons for leaving: (Tick the appropriate box; you can tick more than one reason)

Organisational Reasons	Personal Reasons
<input type="checkbox"/> Better Prospects	<input type="checkbox"/> Marriage
<input type="checkbox"/> Career Development	<input type="checkbox"/> Higher Studies
<input type="checkbox"/> Inadequate Salary	<input type="checkbox"/> Own Business
<input type="checkbox"/> Lack of Recognition	<input type="checkbox"/> Family Problem
<input type="checkbox"/> Lack of Growth / Denial of Promotion / Increment	<input type="checkbox"/> Going Abroad
<input type="checkbox"/> Unsatisfactory relationship with supervisor	<input type="checkbox"/> Health
<input type="checkbox"/> Unsatisfactory relationship with Team / Peers	<input type="checkbox"/> Spouse's Job Transfer
<input type="checkbox"/> Not Satisfied with Job content / Technology	<input type="checkbox"/> Distance of work place
<input type="checkbox"/> Environmental Factors	<input type="checkbox"/> Night Shift

<input type="checkbox"/> Any other reasons, please specify a) b)	<input type="checkbox"/> Any Other reasons, please specify a) b)
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How would you rate your work relationship with:

Rating	<u>Highly satisfactory</u>	<u>Satisfactory</u>	<u>No Comments</u>	<u>Dissatisfied</u>	<u>Highly Dissatisfied</u>
Superior					
Peer					
Subordinate					

Your Impression or Satisfaction Level at <u>Innova Solutions PVT Ltd.,</u>	<u>< Low</u>			<u>> High</u>	
	Below 40 %	41-50%	51-60 %	61-70 %	80 % & Above
1. Job Content / Job Profile					
2. Challenging Assignments					
3. Compensation & Benefits					
4. Perks / Welfare Schemes					
5. Career Development					
6. Recognition / Special Rewards					
7. Potential Utilization					

4. Where and how else do you think, Innova Solutions PVT Ltd can contribute in term of Employee Benefit and Care?

5. What are your views about the following support functions at Innova Solutions PVT Ltd?

Function	Proactive	Response	Supportive	Poor	Unresponsive
Administration					
Finance					
Human Resource					
System Technology					
Training					

6. What are the two most crucial reasons for quitting the Organization? Comment.

1)	
2)	

Important Guidelines: -

1. It is essential that you complete the exit interview. This is normally held on your last day. Check in advance regarding the date & timing. Complete all activities mentioned in the above section to avoid settlement delays
2. On receipt of your resignation, information will be sent to the HRD department to stop immediate release of salary. All salary & payment due to you will be paid along with your final settlement.
3. Once you obtain Exit clearance, from your systems IT team the Innova mail id / user ID etc., will be deleted
4. In Separation Clearance form employees are requested to give the phone numbers details of your permanent address / personal email id to contact you in case of any clarifications.
5. Timesheets to be completed till the last working day.
6. To ensue all pending leave approvals are duly approved by the reporting manager.
7. Clear advances as applicable.
8. Handing over Keys, ID card, Mobile/Sim, Business Cards & other company provided items to the Admin Dept
9. Withdrawal forms for PF are available with the HR dept. you can get in touch with the HR SOC for any clarifications regarding your provident fund.
10. In case you wish to transfer your PF accumulations to your next employer then you will have to start the formalities with your next employer.
11. **Resignation Acceptance Letter:** - The resignation acceptance letter will be issued on the last working day based on the approval from your respective reporting manager.
12. **Relieving Letter:** The relieving letter will be issued based on the clearance from the finance department and it will take 30 working dates from the date of submission of your separation clearance form to get the relieving letter.
13. **Service Certificate and Final Settlement:** - HRD at Chennai does the Final settlement and it will take around 45 days to get the service certificate and the final settlement cheque from the date of submission of the separation clearance.

Non- Disclosure:

This is to remind you that various clauses signed by you in your various Agreements with the Company survive post your association with the Company. An illustrative list but not exhaustive list is the obligations to keep Company's Confidential Information strictly confidential, non-compete obligations, you continue to be an insider and need to comply with insider trading regulations of the Company for a period of one year post your association with the Company, etc. Please ensure these are strictly complied as previously contracted.

We invite your attention that you are obliged to maintain the confidential information in strict confidence shall survive the cessation of employment with Innova Solutions Private Limited. We look forward and appreciate your continued undertake to abide by the Terms of said Agreement.

Emp No		Name		Signature Date	
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