**Clearance Items Check List**

**Clearance item: Handover/ Clearance from IT & Networking Department**

1. Official mails Received (Need to hand over from the mail box) System Clearance
2. Laptop/Computer
3. Telephone/ Mobile phone instrument if any
4. Data card for Internet usage if any
5. Software or Hardware if any
6. E-mail Deactivation
7. Account Deletion
8. Peripherals if any
9. Compact Disc if any
10. Pen Drives if any
11. Backup of system
12. Cartridge if any
13. Printing Stationary if any
14. Any other Office Property/Asset
15. User Id
16. System Password
17. User path

**Clearance item: Clearance from Administration Department**

1. Library Books if any
2. Cabinet Keys
3. Identity Card
4. Access Card
5. Courier expenses if any
6. Canteen Purchases if any
7. Work space clearance
8. Stationary returned if any
9. Miscellaneous if any
10. Cell Phone Instrument & Billing details if any

**Clearance item: Clearance from Customer/Client**

1. Project details handed over to Client / Customer
2. Outstanding dues settled with Client / Customer

**Clearance item: Clearance from Reporting Manager**

1. Project Task assigned Status
2. Project Knowledge Transfer status
3. All required credentials shared
4. All other Stake Holder clearance Status
5. Other Comments if any

**Clearance item: Clearance from Finance Department**

1. Advance Loan/ Pay recovery if any
2. Travel Reimbursement if any
3. Expense Reimbursement if any
4. Recovery of Notice period for settlement if any
5. Dues on Company Telephone / Mobile Phone Bills if any
6. Dues on Company data card bills if any
7. Dues on any Company Credit card / Credit Card bills if any
8. Dues on Company leased Car expense if any
9. Actual Investment IT Declaration with proof submitted
10. Other Tax exemption proof submitted
11. Any other Recovery
12. Any other Reimbursement
13. Any other details of Final Adjustments

**Clearance item: Clearance from Human Resource**

1. Leave Balance
2. Notice period days for settlement if any
3. PF – Transfer/Withdrawal:
4. Training /Certification / Education Reimbursement if any:
5. Recovery of Training /Certification / Education Reimbursement if any:
6. Joining Bonus / Relocation / Notice Pay Reimbursement if any:
7. Recovery of Joining bonus/ Relocation / Notice Pay if any
8. Meal Coupons if any:
9. Review of Service Agreement/ Non-Disclosure agreement: Done/Pending
10. EmpXtrack deactivation: Done/Pending
11. Any other Reimbursement or Recovery
12. All other Stake Holder clearance status