

**EXIT CLEARANCE FORM**

[PRINT BOTH SIDES, SAVE PAPER]

**Employee**

Name : Vignesh Arvin Govindharaj ERP ID : VIGO0621

Contact Phone No. : 9600914154 Personal email ID (BLOCK letters) ARVIN.VIGNESH@GMAIL.COM

Designation : Software Engineer Unit/Department Application Management  
Division Bangalore.Group4

Date of Joining : June 17, 2021 Date of Submitting Resignation : Nov 03, 2021

Postal Address : *(This address will be used for all communication regarding Form 16 and Clearance Certificates)*  
3/396, Endapatti(Village), SugarMill(Post), Palacode(Tk), Dharmapuri(Dt),  
TamilNadu(Sate). PIN: 636808

Employee Signature Vignesh Arvin  
Date: 23-12-2021

**Reporting Manager**

Currently on a project: Yes ☒ No ☐

If a knowledge transfer is required, whom do you nominate? Name No replacement Designation resource allocated

Handing over the project software and documents completed? Yes ☒ No ☐

Handing over of Hardware (e.g., laptop/desktop, headsets, etc.) completed? Yes ☐ No ☒

Mobile Phone / Accessories handed over Yes ☐ No ☐ N/A ☒

ERP details updated till last working day and approved? Yes ☐ No ☒

Completed delivery of appraisal to reportees? Yes ☐ No ☐ N/A ☒

Control M access to be taken off *(Applicable to APS employees only)* Yes ☐ No ☐ N/A ☒

Employee's Last Working Day: 31 / 12 / 2021 (DD/MM/YYYY)

Notice Period shortfall to be deducted Yes ☐ No ☒

If yes, number of days to be deducted NA

Reporting Manager Name and Signature  
Date:

**Administration**

ID Card handed over	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Locker keys handed over	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Any other company assets (mobile etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

\_\_\_\_\_  
Admin Manager Name and Signature  
Date:

**IT Clearance**

Service Request Number: PF1LRQSJ for deletion of Login IDs and VoIP extension  
(Please mention your IDs etc. below)

1. Logon ID disabled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
2. Request re-assigned for VOIP extension deletion	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
3. Laptop service tag # <u>WS 9573</u> returned	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
4. Keyfob device _____ returned	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
5. Handing over of Hardware (e.g., laptop, headsets, etc.) completed?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>

\_\_\_\_\_  
Engineer Verified

\_\_\_\_\_  
IT Clearance – Name and Signature  
Date:

**Finance and Payroll**

Travel Advance NA (Never reimbursed for any travel)

Foreign Exchange NA

Credit Card / WMC NA

Relocation Expenses NA

Other Expenses NA

Medical / LTA claims NA

Submission of investment form along with proof NA

\_\_\_\_\_  
Finance Manager Name & Signature  
Date:

\_\_\_\_\_  
Payroll Manager Name & Signature  
Date:

**HR**

- Exit Interview completed Yes ☒ No ☐
- Overseas Training Agreement signed Yes ☐ No ☒  
If yes, dues recoverable due to non-completion of 12 months period: NA
- Training/ Service agreement signed Yes ☐ No ☒  
If yes, dues recoverable due to non-completion of 24 months period: NA
- Professional development assistance agreement signed Yes ☐ No ☒  
If yes, dues recoverable due to non-completion of 12 months period: NA

Leave Balance:

PTO: NA SL: NA

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HR Manager Name & Signature

Date: