

CLEARANCE SLIP
CDR Group of Companies

This reference to resignation / Retirement / Termination /Tenure expiry letter Date

Name.....S/o, W/o, D/o Sh,.....

Designation / Card No.....Dept.....

The above named employee will be relieved w.e.f.....on receipt of clearance From the under mention Departments.

Dated.....

(H.R. Deptt.)

Clearance (to be filled up by the Respective Heads)

- 1..... Head of Department
- 2..... Accounts Department
- 3..... Store Department

-----X-----X-----X-----X-----X-----X-----

Full & Final settlements of Accounts

1. Date of JoiningDate of Leaving
2. Present Salary..... Per Month.....
3. Attendance (Last / Current month).....Days Rs.....
4. Leave with wages.....Days.....Rs.....
5. Incentive/Ex-gratia Rs.....
6. Notice Pay.....Rs.

Total Amounts Rs.

(HR Deptt.)

DEDUCTIONS

1. TDSRs.....
2. Advance / Loan / OtherRs.....
3. Notice DeductionRs.....
4. Other (Year)Rs.

Total Deduction

NET Amount payable Rupee.....

Prepared byChecked byPassed by.....

Paid by Date.....

(Signature of Employee)

DECLARATION

I have received Amount Rs..... (in words Rs.) from
M/s. CDR Group of Companies towards the full & final settlement, I have no right to claim for any financial dues /re-instatement.

(Signature of Employee)