

# 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.....Deptt.....

The above named employee will be relived 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-----X-----

**Full & Final settlements of Accounts**

1. Date of Joining .....Date 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. | TDS                    | Rs.....  |
| 2. | Advance / Loan / Other | Rs.....  |
| 3. | Notice Deduction       | Rs.....  |
| 4. | Other (Year)           | Rs. .... |

Total Deduction .....  
NET Amount payable Rupee.....  
Prepared by ..... Checked by ..... Passed 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)