**Employee Clearance Form**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Center:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of submitting resignation letter :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of joining** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Last Working day:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above-mentioned staff member is under clearance on transfer / resignation. Kindly indicate outstandings if any against his / her name.

| **S. No.** | **Department** | **Whether all Dues Cleared (Yes/No)** | **Certified By: Name, Sign, & Date** |
| --- | --- | --- | --- |
| **1** | **Head of the Department** |  |  |
| **2** | **Immediate Head** |  |  |
| **3** | **Other Team Members** |  |  |
| **4** | **System/Network Administration**   * User ID Disabled * Email Disabled |  |  |
| **5** | **Finance Group(Both at center and CO)**   * Travel Advance * Outstanding Loan |  |  |
| **6** | **Administration Group**   * Books * ID Card * Cabin/Drawer Keys |  |  |
| **7** | **Human Resources Group**   * Exit Interview * Relieving Formalities |  |  |

**Place:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of HR-Manager Signatureof Department Head**

**Date: Date:**

**Enclosures:**

* List of Documents handed over
* List of Things Handed over