# logo PNG.png

# No Dues Form

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name | | | |  | | | | | |
| Employee Code | | | |  | | | | | |
| Designation | | | |  | | | | | |
| Name of Reporting Manager | | | |  | | | | | |
| Department | | | |  | | | | | |
| Location | | | |  | | | | | |
| Date of Joining | |  | | Date of Resignation | | |  | | |
| Last working day (as approved by HOD/Manager) | | | |  | | | Verified by Manager | |  |
| Sign/Date | |  |
| Notice period applicable | | | |  | | | | | |
| Notice period served | | | |  | | | | | |
| Address | | | |  | | | | | |
|  | | | | | |
| Residence Contact Number | | | |  | | | | | |
| Mobile Number | | | |  | | | | | |
| Email | | | |  | | | | | |
| Loan/ Advance (if any) | | | |  | | | | | |
| Amount | | | |  | | | | | |
| Start Date | | | |  | | Term | | |  |
| Loan recovered | | | |  | | Balance | | |  |
| Name of Bank | | | |  | | | | | |
| Bank Account Number | | | |  | | | | | |
| IFSC Code | | | |  | | | | | |
| **Please get clearance from following Departments** | | | | | | | | | |
| **S.No.** | **Department** | | **Name** | | **Sign & Date** | | | **Remarks** | |
| 1 | HOD | |  | |  | | |  | |
| 2 | Reporting Manager | |  | |  | | |  | |
| 3 | Operations | | Ashish Roy | |  | | |  | |
| 4 | Regional Sales Head | | Ganesh Chafekar/Vishok Singh | |  | | |  | |
| 5 | Finance & Accounts | | Ankit Pasricha | |  | | |  | |
| 6 | Human Resources | | Preeti Nakoti | |  | | |  | |
| 7 | IT | | Ramakant | |  | | |  | |

Employee signature Date