

FINAL CLEARANCE FORM

(For L5 and L6 – Please fill in the all columns, if it is Not Applicable or 0 please mention as NA or Nil)

Employee Name		Location	
Employee Code		Department	
Date of Joining		Designation	
Date of Leaving		Contact no	

Human Resource*	Status	Signature
Has employee signed as a Guarantor (Loan Process) for any other employee?	<input type="checkbox"/> Employee is a Guarantor <input type="checkbox"/> Employee is not a Guarantor	
Email ID: <input type="checkbox"/> Yes <input type="checkbox"/> No	Deactivated	
ID Card – Rs.45	<input type="checkbox"/> Received <input type="checkbox"/> Not Received	
Name Badge – Rs.60	<input type="checkbox"/> Received <input type="checkbox"/> Not Received	
Notice Period		

Exit Salary Process*		
Attendance	Attendance must be updated till DOL	
If employee is eligible for OT and/or FH wage, please fill in the blank.	For OT: _____ Hrs For FH: _____ Days	
Deductions / Shortages		

Finance*	Amount to be Deducted	Signature
Outstanding Loan/Advance/Shortage		

Particulars*	Remarks	Signature
Uniforms		
<input type="checkbox"/> Security <input type="checkbox"/> Lockers <input type="checkbox"/> Dorm		

Concessions / Restaurant*	Status	Remarks	Signature (DM/RM)
Does he/she have POS login	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Please Deactivate	

*Mandatory for all

DM – Duty Manager, RM – Restaurant Manager