##### Revision History

**Permanent Transfer Clearance Form**

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| **DOCUMENT NAME** | **PERMANENT TRANSFER CLEARANCE FORM** |
| **VERSION NO.** | **2.0** |
| **RELEASE DATE** | **30-MAR-2021** |
| **CLASSIFICATION** | **INTERNAL** |

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| **Ver. No.** | **Release Date** | **Authored / Modified by, Date** | **Reviewed by, Date** | **Approved by, Date** | **Remarks / Change History** |
| 0.1 | NA | Anishya C  12-Aug-15 |  |  | Created New Version as part of the transition from ISO27001:2005 to ISO27001:2013 |
| 1.0 | 19-Aug-15 | Anishya C  12-Aug-15 | Swati P  13-Aug-15 | Elston P  14-Aug-15 |  |
| 1.0 | 19-Aug-15 |  | Swati P  12-Aug-16 | Elston P  12-Aug-16 | Reviewed, no changes |
| 1.0 |  |  | Swati P  10-Aug-17 | Elston P  10-Aug-17 | Reviewed, no changes |
| 1.1 | 1-Feb-18 | Anishya C/Riti A  1-Feb-18 | Swati P  1-Feb-18 | Elston Pimenta  1-Feb-18 | Updated the new Cybage Logo and the ISMS template version has been changed from 1.0 to 1.1 |
| 2.0 | 30-Mar-2021 | Gitanjali P.  30-Mar-2021 | Hemali A.  30-Mar-2021 | Elston Pimenta  30-Mar-2021 | Changed to new template |

Permanent Transfer Clearance Form

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Employee | | Emp. Code | | | Designation | | | Department | |
| Divyanjana Nikam | | 24647 | | | Software Engineer | | |  | |
| Transferred Location | Last working day  (At Current location) | | | | | Date of joining  (At Transferred location) | | | |
| Pune | 31 | | 10 | 2023 | | 1 | 11 | | 2023 |

Clearance from Manager

1. Technical documentation/ Manuals returned : Yes No

2. Documentation in possession returned : Yes No

# 3. Knowledge Transfer done Yes No

4. Machine Status:

Located at (seat number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Can be taken back immediately
2. Will be used by user joining on(confirmed) ­­­­­ Date of joining ­­­­­­­­­­­­­­ ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_
3. Can be taken back on \_\_\_\_\_\_\_\_\_\_\_ date

5. Data Back Up taken : Yes No

6. User Account Status for Mail Id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Keep account, change password and do not forward mails to anyone
2. Keep account as it is. The user needs this at the new location

7. Released from PBN under Project/s name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Y / N / NA

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery Head / Delivery Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Comments (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clearance from Administration Department**

1. Library Clearance: Yes No

2. Stationary returned: Yes No NA

3. Drawer Keys returned: Yes No NA

4. Blackberry/ mobile/other equipment returned: Yes No NA

Name: \_Swetha Manga\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_26/10/2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments (if any):\_\_\_\_Admin Clearance done\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clearance from IS department**

1. Required action taken on machine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Required action taken on user: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Laptop Returned Yes No NA

4. DL to be updated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Block email id Yes No NA

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 

**Clearance from HR Department**

1. Date of Joining New Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Contact person from the HR Department at the transferred Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Leave balance:

a. Planned Leaves \_\_\_\_\_\_\_ b. Unplanned Leaves\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Block the Access Card: Yes No

5. Employee records have been updated (MIS/HR/PBN) Yes No

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clearance from Finance Department**

**Clearance from Finance Department**

Enumerate whether any special allowances / concessions provided (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_