

**STAFF FINAL CLEARANCE FORM Name: Arumugam N**

**Emp No: 124391**

**Date of Resignation: 24-01-2024**

**Department**

**Designation : Senior Automation Engineer.**

**Date of Joining : 19-10-2023**

**Date of Relieving :24-01-2024**

**Indicate whether handed over or pending**

**Signature of Functional Head**

**Concerned Dept** \* Manual / CD's

\* Files / Documents

\*Client Credentials if any to be deactivated \* Others (Specify)

**Finance**

\* Salary Advance \* Others (Specify)

**Admin**

\* Lease Accommodation \* Mobile Phone

\* Business Cards \* Keys

**Training**

\* Library Books

\* Training Materials

**System Support Group** \* PC

\* Internet Connection Domain ID Disabling \* Email ID Deactivated Disabling

\* Laptop ( with bag and mouse) · VPN Access disabling

**Human Resources** \* H1B

\* Access Card

\* ID Card & HRMS(Deactivate) \* Others (Specify)

\* Time Sheet Completed date:

**Notice period required:**

**Notice period waiver: (YES/NO)**

**EL Balance as on DOR:**

**Remarks: I have submitted laptop and ID card to Infosys ID support team also they have provided clearance at yesterday.**

**Timesheet has been approved (01-01-2024 to 24-01-2024) by Infosys manager.**

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