

**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: Timesheet approved by Infosys manager (prasad) from 01-01-2024 to 24-01-2024) **

BCTC-ISMS-PR 04 Annexure 6 Rev 1 dt 14/08/23 Internal