

TITAN COMPANY LIMITED

Human Resources Department

Clearance Form for

PROJECT TRAINEES / RETAINERS

NAME	:	Pruthvi Sai Krishna Gowd. Kasani
Project Department	:	CTS
Project Commencement Date	:	1 st Jan 2019
Project Conclusion Date	:	30 th May 2019
Project Guide	:	Ms. Srivalli SP
Location	:	Chennai

The following Departments are requested to furnish the details of recoveries to be made from the above named Project Trainee / Retainer to enable us to arrange the settlement of his / her accounts.

Date :

H R Department

Department		Recovery	Signature	Date
Project Guide	- Any pending formalities - Loan watches / jewellery / Eyewear etc. etc. - Others	NIL	Sp. Srivalli	29/5/19

Admin.	- Briefcase, Bag, Calculator, Camera, etc. - Company leased Accommodation, Telephone, Mobile, Vehicle, Assets, - Air /Train/Bus Tickets - Canteen Recoveries			
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Accounts / Commercial CORPORATE & REGIONS	Advance / IOUs	Transport recovery	Return of Proximity Card	Miscellaneous, if any
	Swaroop Kamath	H.R.	H.R.	

SYSTEMS	Deletion of e-mail ID from the date of relieving	
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Regional / Corporate Library	Books / Periodicals / Video Cassettes	
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ADDRESS FOR CORRESPONDENCE

Pruthvi. Kasani
Dno 74-1A-19, Sri Devi Towers,
Vij-8, AP
Ph No:- 9790707165

To :

PAYROLL

APPROVAL

Please return all Company assets like watches, jewellery, clocks, I.D.Card etc. before leaving.