**Separation Checklist**

**To be filled by associate**

|  |  |
| --- | --- |
| **Name:** |  |
| **Employee No:** |  |
| **Project HR:** |  |
| **Exit Interview completed (Y/N):** |  |
| **SEEPZ Pass / SEZ pass:** |  |
| **Timesheet to be filled till last working date:** |  |
| **Any leave availed during the Notice Period:** |  |
| **MMT Request No.** |  |
| **All GESS Claims raised and approved (Y/N):** |  |
| **Night Shift allowance rostered till Date of Release** |  |
| **Personal details for future correspondence** | |
| **Contact no:** |  |
| **Alternate contact no:** |  |
| **Personal e-mail-id:** |  |
| **Residential address (Permanent / present):** |  |

**For Office Use Only (Not to be filled by resigned employees)**

|  |  |
| --- | --- |
| **Notice Period Shortfall days (if any)** |  |
| **Service agreement** |  |
| **Overseas agreement** |  |
| **Onsite Resignation** |  |
| **Resignation letter received on** |  |
| **Departmental Clearance** |  |
| **Client Assets – Clearance from project** |  |
| **TCS ID – Card Submitted** |  |
| **Provident Fund form** |  |
| **Gratuity** |  |
| **Superannuation** |  |
| **SO Remarks** |  |
| **Do you have valid visa / work permit processed by TCS:** |  |
| **Dues Amount** |  |
| **Amount received against** |  |
| **Mode of payment (Online)** |  |
| **Put up comment** |  |