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| --- | --- | --- | --- |
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|
| **EMPLOYEE DETAILS** | | | |
| **Name:** | **Employee Code:** | | |
| **Location:** | **Designation & Grade:** | | |
| **Department:** | **Reporting Manager:** | | |
| **Clover office/Client Site:** | **Date of Joining:** | | |
| **Date of resignation:** | **Date of relieving:** | | |
| **Personal Mobile No.:** | **Personal Email ID:** | | |
| **IMMEDIATE MANAGER** | | | |
| **Client related** | | **Remarks & Comments** | **Signature** |
| Technical handover done to : | |  |  |
| All manuals/ files/ folders maintained at: (mention the storage location) | |  |  |
| Client related passwords | |  |  |
| Client ID/Access card | |  |  |
| Any client related material or payments pending (eg. Client bus pass) | |  |  |
| Client provided laptop, desktop and any other IT infra asset clearance | |  |  |
| Time Sheet received | |  |  |
| Time Sheet cleared | |  |  |
| Latest Conveyance claimed/to be claimed for month of | |  |  |
| Date of managers approval of the last conveyance applied | |  |  |
| IF any amount due at the customers place ( like Bus/Canteen etc.) to be recovered/payable | |  |  |
| **Clover Related** | |  |  |
| Handover of Duties to \_\_\_\_\_ | |  |  |
| All passwords shared with \_\_\_\_\_\_ | |  |  |
| **Email backup** | |  |  |
| to be forwarded to \_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_duration | |  |  |
| to be deleted immediately | |  |  |
| Leave regularization till the last day | |  |  |
| **Notice Period** | |  |  |
| Shortfall of notice period (Y/N) | |  |  |
| If yes, No. of days \_\_\_\_\_ | |  |  |
| **Recovery against shortfall of notice period (Y/N)** | |  |  |
| Billing loss, if any | |  |  |
| Justification for early release | |  |  |
| Attendance regularization done (Y/N) | |  |  |
| **Claims** | |  |  |
| Raised by employee | |  |  |
| Approved by Manager | |  |  |
| Timesheet released | |  |  |
| Iconnect Clearance | |  |  |
| **ADMIN DEPARTMENT (Hemali – 9152099983)** | | | |
| **Administration** | | **Remarks & Comments** | **Signature** |
| Visiting Card | |  |  |
| Sim Card returned (yes or no) | |  |  |
| Mobile recovery/refund for the period\_\_\_ | |  |  |
| ID Card | |  |  |
| Car pass **(wherever applicable)** | |  |  |
| Drawer/ locker keys | |  |  |
| Outstanding Guest House charges (recovery or refund - for the period \_\_\_\_\_\_\_\_\_\_) | |  |  |
| Iconnect Clearance | |  |  |
| **DELIVERY SUPPORT** | | | |
| **Delivery Support** | | **Remarks & Comments** | **Signature** |
| **Portal ID deactivated** | |  |  |
| Claims pending (Y/N) | |  |  |
| If pending details of the same | |  |  |
| **Timesheet received and cleared** | |  |  |
| Iconnect Clearance | |  |  |
| **ACCOUNTS** | | | |
| **Accounts** | | **Remarks & Comments** | **Signature** |
| **Advances** | |  |  |
| Loans | |  |  |
| Investment proof submitted (Y/N) | |  |  |
| **If yes, details of the investment proof** | |  |  |
| Iconnect Clearance | |  |  |
| **Internal IT** | | | |
| **Internal IT** | | **Remarks & Comments** | **Signature** |
| Disabled system user ID and password (Y/N) | |  |  |
| Deleted from user groups (Y/N) | |  |  |
| Server room access disabled (Y/N) | |  |  |
| Laptop/ Desktop handed over (Y/N) | |  |  |
| Back to Internal IT | |  |  |
| Retained by Project | |  |  |
| Pen Drive handed over (Y/N) | |  |  |
| Data Card handed over (Y/N) | |  |  |
| Client related accesses disabled (Y/N) | |  |  |
| Intranet or shared drive id and password disabled (Y/N) | |  |  |
| Email id deleted or forwarded | |  |  |
| If forwarded, to whom\_\_\_\_\_\_ and for duration \_\_\_\_\_\_\_\_\_ | |  |  |
| Iconnect Clearance | |  |  |
| **HR** | | | |
| **HR** | | **Remarks & Comments** | **Signature** |
| Leave encashment, if any | |  |  |
| Gratuity encashment if any | |  |  |
| Deposit refunds if any | |  |  |
| Exit Interview | |  |  |
| IConnect De-activation | |  |  |
| Original documents to be handed over | |  |  |
| Mediclaim Card deactivation input | |  |  |
| Signatures wherever required | |  |  |
| Relieving letter issued | |  |  |
| Experience letter issued | |  |  |
| PF Transfer or Withdrawal (mention whether all forms are filled) | |  |  |
| NDA Signed status | |  |  |
| Employee ok to be relieved (required for IT deactivation) | |  |  |