Contractor Exit Check List For Mr./Ms. _____ **Emp#** _____

All the clearances listed below needs to be completed on or before your last working day.

Sr. No.	Activity	Focal Point	Dept.	Ext. No.	Location	Remarks/ Recovery Amount	Sign
1	**Clearance from your Project Manager**						
2	**Permanent Postal Address, Email, Phone Number given.**	Mugdha Kowale/Megha Chhetri	HR	57531	T-2 S0-101		
3	**Company's Mobile**	Sayali D	IT	54973	T-2, 7th Floor, Go4IT		
4	**IT Assets**	Rama Kiran Jupudi (DVCI) Santosh Dahiwal (SEZ)	ITWH	55205/57572	Pune Tower - 02 (7th floor GO4IT Center) Pune Tower - 07 (2nd floor GO4IT Center)		
5	**Amdocs / Cyber city Access Card**	Joshua Nesamani/ Mayur Gaikwad	Operations	55513	T-2 (Central wing)		
6	**Office Keys**	Joshua Nesamani/ Mayur Gaikwad	Operations	54701	T-2 (Central wing)		
7	**Company Transport**	Ajay Parker/ Amar Mohite	Operations	57600	Tower-2 basement Transport Desk		
8	**Library**	Priyanka Gunraj	Library	53937	T2, N0-513		
9	**Clearance from the Time Sheet Administrator**	Vaishnawi Kannao	Timesheet	59178	Tower 2 South 0 / S0-522		

Notes:

Please contact the Contractor Agency regarding any dues receivable by you.

Please ensure all previous timesheets are approved by 02nd Supervisor and current time sheet need to be approved by 01st Supervisor till the LWD before approaching for TS Clearance."

All Clearances to be completed before 5:30 pm and submit the clearance form to HR at the end, after getting all clearances on LWD

Personal Information

Employee Name	
Employee ID	
Date of Joining	
Last Working Day	
Location at the time of Separation	
Permanent Postal Address	
Current Postal Address	
Contact Number – Residence	
Mobile	
Personal E-mail Id	
Alternate E-mail Id	