

NO DUES FORM			
PART I - PERSONAL DETAILS			
Name: Shilpi	DOJ: 30-08-2019	DOR: 10-10-2019	LWD: 7-11-2019
Emp. Code: 703252198	Notice Period duration: 29		Leave Balance: 1.33
Department Name: Bench	Project Name: Bench	Manager Name: Vinod Bhardwaj	
Mobile Number: 9899046530	Address: Flat No- FF01, Plot No- 186B, Shkati-Khand2, Indirapuram, Ghaziabad- 201014		
Land Line Number:	Email id: sshilpi.mca@gmail.com		
Reason of leaving(To be mentioned by PD) no project allocation			
PART II - CLEARANCES-Please mention amounts wherever applicable			
Department	Recover	Pay	Signature & Date
Manager			
Documents & Files handed over			
I-expense claim(Employee to ensure to get any pending iexpense claim approved by his/her manager.If the same cannot happen please submit the hard copy of the claim along with the No Dues Form			
Data backup taken			
Desktop/Laptop can be moved to the store			
India PMO			
Client Secure-ID			
Client Access Card			
Filing up Client Timesheet			
ERP Time Sheet Completed till last working day			
Shift Allowance payable(Morning/ Afternoon/Night)			
Services/Noida Asset			
Mobile phone (if any), Security Deposit			
Keys of drawers / cupboards handed over			
Noida			
Bgl			
Identity Card/ Access Card returned			
Transport Deduction			
Desktop/Laptop handover completed			
All other asset(s) returned to services, (please specify in the comments column)			
Information Systems			
Domain / Exchange ID / VPN ID / Other ID's Deleted (with immediate effect)			
Licensed Software Revoked			
Library			
Books/papers returned			
Deployment (Note: Employees who have a visa stamped on behalf of Headstrong need to give photocopy of their visa to deployment)			
Last overseas visit from Headstrong & any recovery			
Deployment related formalities completed			
Overseas assignment recovery			

	Recover	Pay	Signature & Date
Human Resources			
Relocation Charges as per offer letter			
Joining Bonus* as per offer letter			
Notice Paid to Previous Employer as per offer letter			
Medical Insurance Card			
India Training / Certification fee			
Global training programs fee			
Finance			
Settlement Allowance			
Food Vouchers			
Tour Advance			
Advance on Housing Assistance			
Imprest			
Other Deductions* (To be taken from payroll input)			
Company Lease Accomodation			
Any Other payments* (To be taken from payroll input)			
Attachment			
Medical Bills attached			
LTA Bills attached			
Rent Receipt attached			
Proof of Investments			
o-Please note Form 16 and F&F sheet shall be emailed to you on the Email address provided above.			
o-Employee will need to reply to F & F settlement by Finance in 15 days otherwise the amount will be directly credited to his/her bank account.			
To the best of my knowledge I declare that I have submitted all pending claims in iexpense in Oracle.Expense report will not be visible after transfer of employee and they need to save the screenshot for future references.			
<div style="border-bottom: 1px solid black; height: 20px; width: 250px; margin-bottom: 5px;"></div> (Employee Signature)			