



## FULL & FINAL SETTLEMENT FORM

Employee Name: \_\_\_\_\_ Employee No.: \_\_\_\_\_

Department: \_\_\_\_\_ Designation: \_\_\_\_\_ Reporting to: \_\_\_\_\_

<b>Human Resources:</b>	<p>Date of Joining : _____</p> <p>Date of Resignation : _____</p> <p>Date of Relieving : _____</p> <p>Notice Period Required (as per Appt. Letter): _____</p> <p>Notice Period Served : Yes____ No____</p> <p>Notice pay waiver : Yes____ No____</p> <p>Notice pay recovery : No. of Days_____</p> <p>Leave Balance : No. of Days_____</p> <p>Net payable/recovery : No. of Days_____</p> <p>Any Other: _____</p> <p>Sign of HR Rep. : _____</p> <p>Head - HR Approval: _____</p>
<b>Employee's Department:</b>	<p>Handing over responsibilities : Yes____ No____</p> <p>(Including handing over note, files, documents &amp; passwords)</p> <p>For site employees: Safety Equipment, : Yes____ No____</p> <p>Software Key, Locker Key and Tools _____</p> <p>Signature of the Reporting Manager : _____</p>
<b>Information Technology:</b>	<p>Return of Software : Yes____ No____ NA____</p> <p>RFID Band : Yes____ No____ NA____</p> <p>Laptop Returned : Yes____ No____ NA____</p> <p>Return of ID/ Access card : Yes____ No____</p> <p>Signature of IT Rep. _____</p>

<b>Administration:</b>	Surrender of:		
	1) Company owned vehicle	:	Yes____ No____ NA____
	2) Keys	:	Yes____ No____ NA____
	3) Stationary	:	Yes____ No____ NA____
	4) Mobile Phone / Sim card	:	Yes____ No____ NA____
Signature of Admin Rep. _____			

**Signature of the employee:**

**Date:**

**Future Correspondance Address:**

**Contact Nos. (Tel./Mobile):**

The form needs to be taken to departments in the sequence it is formed. The form in the end needs to be submitted to HR by outgoing employee. HR in turn will sub,it it to the accounts department for further processing.

<b>Finance &amp; Accounts:</b>	1) Medical	:
	2) Travel	:
	3) Imprest	:
	4) Salary Advances	:
	5) Loans	:
	6) LTA	:
	7) Total to be paid/recovered from the employee :	
Signature of Accounts Rep. _____		