ValueLabs®

EXIT CLEARANCE FORM

EMP NAME		PROJECT NAME	
EMP ID		PROJECT MANAGER NAME	
DATE OF JOINING		TOTAL EXP WITH COMPANY	
DATE OF RESIGNATION		LAST WORKING DAY	
DATE		WORK-STATION NO.	
MULTIPLE ENTITY EMP ID, IF APPLICABLE :			

Following Information to be Filled by Employee for Final Settlement		
Personal email Id		4. Communication Address :
Contact Number		
Bank Name & Branch		
Account Number		

S.No	DEPARTMENT	CLEARANCE [Y / N / NA]	NAME OF AUTHORISED SIGNATORY	SIGN
	Function Head / Project Manager			
1	Relieving from Project			
2	Complete work Handover/KT			
3	Recovery of project related Assets / documentation if any			
4	Passwords Handover			
5	User Data Backup Required			
6	Email ID Disable / Delete / Retain / Forward Required			

Comments:

S.No	DEPARTMENT	CLEARANCE [Y / N / NA]	NAME OF AUTHORISED SIGNATORY	SIGN
	IT Support			
	Deployment Team		**Location: Respective Entity**	
1	Desktop make / Laptop model / Asset Tag / Hostname			
2	Desk Number / Desk Location			
	Software Licensing / IT Procurement Team		**Location: Corporate Office: G-A**	
1	Software license procured on User or Project specific			
2	Mobile Phone, If given			
3	Data card, If given			
4	Handheld Devices (Mobile Phone, IPad, Tabs, Headphones, Web camera etc.,)			
	IT Helpdesk		**Location: Corporate Office: G-A**	
1	VPN access check / Removal			
2	Telephone Authorization Code			
3	Desk Phone / Landline Phone / Soft Phone			
4	Email ID disabled / Removed			
5	Domain Login ID Disabled			
6	VSS / subversion access rights Removal			
7	Access to client machines disabled			
8	Removing email ID from any Mailing list (Distribution List)			
9	Data & email backup taken & delivered to respective PM			

Comments:

	Controls	Removed Yes /No	If No – Provide Business Justification	Sign
	IT Security		**Location: Corporate Office: G-A**	
1	DLP Incidents (Email, Web & Endpoint Logs)			
2	Remove Hostname from DLP, AV, Encryption & Master list			
3	Admin Rights revocation & review sheet updated			
4	USB / Mobile revocation & review sheet updated			
5	Validate user credentials Removed/Disabled from AD			

Comments:

	ADMIN		Location: Corporate Office: G-B	
1	ID card			
2	Drawer and keys			
3	ID and Access Card Deactivation			
4	HD Card Deactivation and Card Details Updated In Repository			
5	Vendor Database Deactivation			

Comments:

	HR		Location: Corporate Office: 1-A	
1	Leaves taken during notice period			
2	Loss of pay			
3	Training material			
4	HRIS Profile Deactivation			
5	LMS Profile Deactivation			
6	Immigration			

Comments:

	Finance		Location: Corporate Office: 1-C	
1	Salary advance recovery, If any			
2	Corporate credit card, If any			
3	Income Tax due			
4	Relocation reimbursement recovery, If any			
5	Reimbursements / Travel Expenses claimed (last 6 months)			
6	Joining Bonus Recovery, If any			
7	Notice Period Buyout, If any			
8	Income Tax Declaration			
9	Flexi claims			

Comments:

FOR HR USE

Final Exit Clearance.

Authorized Signatory for ValueLabs