

STAFF CLEARANCE FORM

Name _____ Location _____

Designation _____ Employee Code _____

Date of Joining _____ Last Working Day _____

Line Manager:			
Description	Yes	No	N/A
Has s/he handed over the soft copy of the documents/files			
Has s/he handed over the hard copy of the documents/files			
Has s/he handed over the department keys			
For pending and ongoing issues proper handing over and taking over of hard/soft materials is underway.			

The following outstanding tasks are presently being undertaken:

On Going Key Issues and Pending Action

Remarks (if any)

Line Manager's Name _____ Signature & Date _____

Administration Department			
Description	Yes	No	N/A
Has s/he handed over files as per the list of filing system			
Has s/he handed over the keys			
Has s/he handed over the cellular phone			
Has s/he handed over Multimedia/ Camera (if it is with him/her)			

Deduction of Lunch Rs. _____

Deduction of any personal vehicle usage Rs. _____

Remarks (if any)

Name _____ Signature & Date _____

IT Department			
Description	Yes	No	N/A
Has s/he handed over Laptop/Desktop with accessories			
Has s/he handed over flash drive			
Has s/he handed over printer (if possessing one)			
Has s/he handed over the code of any official document			

Remarks (if any)

Name _____ Signature & Date _____

Human Resource Department			
Description	Yes	No	N/A
Original resignation/termination/layoff letter duly signed, approved and attached			
Has s/he handed over his/her Health Insurance & Concern ID Card			
Has s/he submitted his Provident Fund Clearance Form			
Any outstanding payment against his/her training/online course			

Notice Period Deduction if any (in days) _____

OPD Claim amount payable/receivable (mention amount) _____

Annual leaves in Balance _____

If any salary advance was taken, mention the amount still receivable

Remarks (if any)

Name Signature & Date

Finance Department	
Description	Amount (Rs.)
Floats Outstanding	
Salary Advances Outstanding	
Outstanding training payment	

Remarks (if any)

Name Signature & Date

Remarks of Executive Director

Name Signature & Date