

Instructions:

- Clearance form to be completed on the Last working Day
- Fill the form and follow the sequence while taking department clearance
- Ensure all signatures are obtained and same is submitted to HR before 3:00 PM
- Please provide valid personal Email ID and Contact Number. All future correspondence will be done by Email

Employee Details

Employee Name	Nitesh Jayant BHalkikar	Employee ID	GS20060135
Title	Trainee Software Tester	Department	Quality Analysis
Date of Joining	2020-06-06	Date of Separation	2021-03-31
Correspondence Address	-, M 68, sahayog nagar jule solapur, Near Vasundhara Collage, Solapur, Solapur, maharashtra, India, 413004	Permanent Address	-, M 68, sahayog nagar jule solapur, Near Vasundhara Collage, Solapur, Solapur, maharashtra, India, 413004
Res. Phone Number	+91 9067516793	Mobile Number	+91 9067516793
Personal Email ID	nitesh.bhalkikar@geeconsystems.com	Alternate Email ID	nitesh.bhalkikar@geeconsystems.com

Department and Activity	Name and Signature	Remarks
Department Head/ Supervisor		
Appraisal Completed Date		0000-00-00
Project Related Documents/Software Handover		Yes
KT Plan Atteachment		
Charge Handover to		
Inactivation of Communicator		Yes
Inactivation of Email ID		Yes
Release of Machine/Laptops		Yes
Backup from Machine/Laptops		Yes
GNA and Admin		
Cabinet Keys		Not Applicable
Stationary/Plaques		Not Applicable
Monetary Dues		Not Applicable
Door Access/ ID Cards		Not Applicable
Account/ Finance		
Investment Proof		Not Applicable
Relocation Expense		Not Applicable
Corporate Credit Card		Not Applicable
Foreign Exchange		Not Applicable
Facilities/IT		
Disk/CD		Deposited
Company Mobile Phones		Not Applicable
Machine Password		Not Applicable
Human Resource		
Leave Balance		Not Applicable
Salary Advance / Loan		Settled
Exit Interview		Completed
PF Forms		Not Applicable
Experience Letter		Given