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	Satya Nadela	Employee ID	0
Title	PHP Developer	Department	Admin & Finance
Date of Joining	2023-12-01	Date of Separation	
Correspondence Address		Permanent Address	
Res. Phone Number	+91 1234567890	Mobile Number	+91 1234567890
Personal Email ID	satya@gmail.com	Alternate Email ID	satya@gmail.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 Attachment		KNS_Category_(9).pdf
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		Deposited
Stationary/Plaques		Not Deposited
Monetary Dues		Not Applicable
Door Access/ ID Cards		Deposited
Account/ Finance		
Investment Proof		Deposited
Relocation Expense		Deposited
Corporate Credit Card		Not Deposited
Foreign Exchange		Deposited
Facilities/IT		
Disk/CD		Deposited
Company Mobile Phones		Deposited
Machine Password		Deposited
Human Resource		
Leave Balance		Settled
Salary Advance / Loan		Settled
Exit Interview		Completed
PF Forms		Submitted
Experience Letter		Given