No Dues Clearance Form

Each department confirms the Employee has no pending dues or items.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

EMAIL

PHONE

Clearance

LAST WORKING DAY

MANAGER

MANAGER (HANDOVER)

IT (ASSETS, ACCESS)

ADMIN (ID, KEYS)

FINANCE (ADVANCES)

RECOVERIES (₹)

REMARKS

☐ I have returned all company property and data, and settled advances.

Signed electronically under the Information Technology Act, 2000.

Employee

SIGNATURE

PRINTED NAME

DATE

HR

SIGNATURE

PRINTED NAME

DATE