

## NO-DUES/CLEARANCE FORM

Mr./Ms./Mrs.

Designation :

Cell :

Aforementioned individual is leaving the services of \_\_\_\_\_

with effect from \_\_\_\_\_. Kindly indicate dues against him/her, if any

Sr. No.	Cell	Dues, if any (Cash/kind)	Signature (With name & date)
<b>1</b>	<b>Parent Cell</b>		
<b>2</b>	<b>HR</b>		
	1) Identity Card		
	2) Attendance/Access Card (if any)		
	3) Promissory payments		
	4) E-mail ID		
	5) Medical Insurance cards		
	6) Unused Visiting cards		
<b>3</b>	<b>Administration</b>		
	1) Library books		
	2) Office stationary		
	3) Intercom		
	4) Credit Card(s), if any		
	5) Organization Leased Accommodation		
<b>4</b>	<b>IT</b>		
	1) Desktop/Laptop		
	2) Mobile Handset, SIM, etc.		
	3) Data Card/Device		
	4) Any other software/hardware		

Sr. No.	Cell	Dues, if any (Cash/kind )	Signature (With name & date)
5	<b>Finance/Accounts</b> 1) Foreign Exchange 2) Tour Advance 3) Tour Claims 4) Imprest 5) Any other Out standings 6) Salary Advance 7) Loan 8) Original Power of attorney documents		
6	<b>Tendering/Business Development</b> 1) Official Documents/Tenders/Contracts/Drawings/Designs, etc. 2) Government/Policy/Legal papers		
7	<b>Stores</b> 1) Any instrument bought/issued in individual's name. 2) Any other (Please specify)		
<b>For Use of Admin &amp; HR Cell</b>			
The above has been checked and found in order.			
Name: _____ Date: _____		<b>Admin Officer/HR Representative</b>	
The Full and Final Settlement for may be processed.			
Name: _____ Date: _____		<b>Cell Head</b>	