**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 | Urvi Rambhia | Employee ID | GL17600065 |
| Title | Trainee Consultant | Department | Product Development |
| Date of Joining | 01 Jun 2017 | Date of Separation | 01 Jan 2018 |
| Correspondence Address | Nityanand Nagar ,Akansha Building ,G/002 ,Mira Road East Maharastra ,401107 | Permanent Address | Nityanand Nagar ,Akansha Building ,G/002 ,Mira Road East Maharastra ,401107 |
| Res. Phone Number | Not Available | Mobile Number | (+91)8286824995 |
| Personal Email ID |  | Alternate Email ID |  |

|  |  |  |
| --- | --- | --- |
| **Department and Activity** | **Name and Signature** | **Remarks** |
| **Department Head/ Supervisor** |  |  |
| Appraisal Completed ( For Appraiser) |  | 02 Jan 2018 |
| Project Related Documents/Software |  | Completed |
| Inactivation of Communicator |  | Completed |
| Inactivation of Email ID |  | Completed |
| Release of Machine/Laptops |  | Completed |
| Backup from Machine/Laptops |  | Completed |
| Charge Handover to |  | Ashish Upadhyay |
| **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 |  | Not Applicable |
| Company Mobile Phones |  | Not Applicable |
| Machine Password |  | Not Applicable |

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| --- | --- | --- |
| **Human Resource** |  |  |
| Leave Balance |  | Not Applicable |
| Salary Advance / Loan |  | Not Applicable |
| Exit Interview |  | Completed |
| PF Forms |  | Not Applicable |
| Experience Letter |  | Given |