

SERVICE CLEARANCE FORM FOR FULL AND FINAL SETTLEMENT

(Please follow Document flow sequence)

Name of the employee:

Date:

(please tick Yes / No/NA & for recovery, indicate recovery value)

**Registrar(initiator)====>CSD====>Library====> Sr.Manager Admin====>Senior Manager Finance====>F&F**

Computer Services -Clearance	status	Amount to be Recovered	Authorized Signatory(with name)
Asset Repossesion			
Lap Top/Desk top	Yes/No		
Pen Drive	Yes/No		
Internet Gadget	Yes/No		
Printer	Yes/No		
CDs or any other equipment	Yes/No		
E-mail ID deletion instruction	Yes/No	Indicate action taken	
Website Data deletion/amendments	Yes/No	Indicate action taken	
Any other			
Library Services-Clearance			
Books	Yes/No		
Journals	Yes/No		
CDs/ VCDs	Yes/No		
Any other	Yes/No		
Administration/HR- Clearance			
Identity Card/swipe card if any	Yes/No		
Faculty(To be cleared by Secy.To Registrar)	Yes/No		
Have you informed no. of days to Sr.Mgr Fin?	Yes/No		
Staff(To be cleared by Sr. Mgr Admin)	Yes/No		
Have you informed no. of days to Sr.Mgr Fin?	Yes/No		
Short Notice period days to be Recovered	Yes/No	(indicate no. days)	
Car/motor cycle(if provided by the employer)keys	Yes/No		
Incase of vehicle(Original RTO/insur.Documents)	Yes/No		
Mobile/SIM if it's comp.provided group connect(if any)	Yes/No		
Finance & Accounts Full & Final settlement			
Recovery of Advances/Loans if any	Yes/No	(indicate details & amt)	
Recovery of Penalty/interest if any	Yes/No		
Super Annuation form/LIC annuity forms if any	Yes/No		

Gratuity/or any other form to be filled	Yes/No		
PF/EPF forms filled & signed for transfer/payment	Yes/No		
Forms to be issued to an employee(form 16)	Yes/No	(indicate by when)	
Faculty External Teach/consul recovery if any	Yes/No		
Will recoverable be netted off against payable	Yes/No		
Approved by			Approved by
(Signature of Registrar) copy to personnel file with Registrar			(Signature of Director)