**Clearance / No Dues Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | **Department:** |  |
| **Employee Name:** |  | **Employee ID:** |  |
| **Designation:** |  | **Date of Joining:** |  |
| **Last Working Day:** |  |  |  |

**Departmental Clearance**

| **Department / Section** | **Items / Obligations to be Cleared** | **Clearance Status (Yes/No)** | **Signature & Date** |
| --- | --- | --- | --- |
| **Admin / Facilities** | Office keys, ID card, access card, locker keys, etc. |  |  |
| **IT Department** | Laptop, desktop, mobile, software access, data backup |  |  |
| **Accounts / Finance** | Pending advances, loans, expense claims, credit cards |  |  |
| **HR Department** | Exit interview, benefits settlement, medical card |  |  |
| **Library / Store** | Books, training material, uniforms, or other supplies |  |  |
| **Project / Department** | Handover of files, reports, and pending tasks |  |  |
| **Other (Specify)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

**Final Settlement Confirmation**

* All dues cleared: ☐ Yes ☐ No
* Amount Payable to Employee: \_\_\_\_\_\_\_\_\_\_\_
* Amount Recoverable from Employee: \_\_\_\_\_\_

**Finance Officer Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Employee Declaration**

I hereby confirm that I have returned all company property and settled all obligations with the organization.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**HR / Management Approval**

Verified and approved for final settlement.

**HR Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_  
**Authorized Signatory:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_