

Employee No Dues Clearance Form

Employee Information:

- Name: _____
- Department: _____
- Position: _____
- Employee ID: _____
- Last Working Day: _____

Clearance from Departments:

1. IT Department:

- **Return of Equipment (Laptops, Mobiles, etc.):**
 - Returned: Not Returned:
 - Remarks: _____
- **Access Revocation (Email, Software Licenses):**
 - Completed: Pending:
 - Remarks: _____

2. Library/Resource Center:

- **Books and Materials:**
 - Returned: Not Returned:
 - Remarks: _____
- **Membership Cancellation:**
 - Completed: Pending:
 - Remarks: _____

3. Finance Department:

- **Outstanding Loans or Advances:**

- Cleared: Pending:
- Remarks: _____

- **Reimbursements and Claims:**

- Processed: Not Processed:
- Remarks: _____

4. Human Resources:

- **Leave Settlement:**

- Completed: Pending:
- Remarks: _____

- **Benefits and Final Pay:**

- Processed: Not Processed:
- Remarks: _____

5. Administration:

- **Company Property (Keys, Badges):**

- Returned: Not Returned:
- Remarks: _____

- **Workspace Clearance:**

- Cleared: Not Cleared:
- Remarks: _____

Signatures:

- **Department Supervisor:**

- **Name:** _____
- **Signature:** _____
- **Date:** _____

- **HR Representative:**

- **Name:** _____
- **Signature:** _____

- **Date:** _____
- **Employee Signature:**
 - **I acknowledge that all my dues have been cleared and all company properties have been returned as stated above.**
 - **Name:** _____
 - **Signature:** _____
 - **Date:** _____