



Employee Exit Clearance Form

When an employee (regular, contract & ESP) leaves the service on any reasons, he/she needs to obtain an Exit Clearance against any outstanding balance/dues from internal offices concerned. On basis of the clearance, the employee shall be relieved from services of DCCL and separation benefit shall be released accordingly.

A. Employee Information (to be filled up by employee)

Name of employee EID..... Division/Section.....

Designation..... Service Status.....

Date of joining (DD/MM/YY) Date of reliving (DD/MM/YY).....

B. No Objection (to be filled up by authorities mentioned in the table below)

The undersigned hereby confirms that the above employee has completed his/her handing-taking, and doesn't have any outstanding advances/due or adverse observation as on..... (DD/MM/YY)

(If there are any outstanding balance/dues, please mention in the remarks column)

SI No	Div/Sec	Seal & Signature	Remarks
1	Concerned Supervisor		
2	Manager, Accounts Division		
3	Asset Manager		
4	Internal Auditor		



Sl No	Div/Sec	Seal & Signature	Remarks
5	Manager, Real Estate		
6	Manager, ICT		
7	ACC Focal Person		
8	Manager, HRAD		

(The signatories above are personally and collectively responsible for any incorrect information shall be liable and responsible against the officers).