



EMPLOYEE SEPRATION FORM

Form No. HR/Sepr/BS/Re. 23
01.02.2023
Sheet 01 of 02

Name : Ramesh Kumar Singh Location : Adpadi Department : T/L
Dt. of Joining : 22/03/2025 Dt. Of Resig. : 16/10/2025 Relieving Dt. : 15/10/2025
Total Service : 7 Month Source Of Recru. : Employer

Note : The Format is designed to ensure proper charge is taken over, all the Company's Properties/belongings are properly verified and recovered. Any recovery against company property should be estimated against the actual cost and must mention in the separation form to recover from the final settlement of the employee.

I) Clearance From HOD :

Date: _____

* Please attach a statement of Charge handover and takeover along with this form (Format Enclosed).

Sr. No.	Particulars	Remarks
1)	Desktop Computer / Laptop	Shrish Lal Srivastava
2)	E-mail-ID Termination / Forwarded	Shrish Lal Srivastava
3)	Password / Confidential System Information	" "
4)	Mobile Number Termination / Forwarded (If CUG SIM Allotted)	

Ramesh Kumar Singh
Name & Sign of
Separating Employee

Shrish Lal Srivastava
Name & Sign of Employee
Taking over charge

Head of the Department

Shrish Lal Srivastava

II) Clearance from Accounts Department : Date: _____

Sr.No.	Particulars	Amount	Remark
1)	Any Advance	15000/-	
2)	Any other dues payable to the Employee	N/A	
3)	Dues Payable to the Employee	N/A	
4)	Tax Deduction (If any)	N/A	

Sign. of

Account

Cashier

HOD - Accounts

III) Clearance from HR & Admin. Department : Date: _____

Notes:

1. Please ensure all the Company Properties/belongings are properly verified / recovered & effected in the separation form.
2. Clearly mention the recoveries against any company property along with its valuation which can be settlement of employee.

(Please Put ☒ on receipt. If not applicable please put "x" mark)

Office Equipment : i) Stapler ☒ ii) Punch ☒ iii) Calculators ☒ iv) Rubber Stamp ☒ v) Visiting Cards ☒
vi) Letter Head ☒ vii) Stationary ☒ viii) Drawer Keys ☒ ix) Any other items (Pl. Specify) ☐.


Company Belongings : i) Mobile ☐ ii) Any other (Pl. specify) _____.

Sr. No.	Particulars	Remarks
1)	Online Leave	
2)	I - Card - Handover to Mr. Shrish Lal Srivastava	On 14/10/25 By _____

HRD Dept.

General Manager - HR.



IV) Clearance from IT / Admin. Department :		Date: _____
Sr.No.	Particulars	Remarks
1)	Personal Computer / Laptop ✓	Mr. Shrish Lal Srivastava
2)	Printer ✓	
3)	E-mail ID Termination / Forwarded	
4)	E-mail ID will be terminated on	
5)	Password / Confidential System Information	
		Dt. _____ By. _____ Mr. _____
<p>* Please mention Recovery amount if any against the particulars mentioned above.</p> <p>_____</p> <p>HOD – IT Dept.</p>		
Employee Declaration		
<p>Sir,</p> <p>I hereby declared that I have handed over the office charge in all respects. I do agree that any dues, damages against the company property shall be adjusted against my full & Final settlement.</p> <p>Name : <u>Ramod Kumar Singh</u> Signature of the employee : <u></u></p> <p>Please mention your address for future correspondence :</p> <p style="margin-left: 40px;"><u>Vill- Nuawan</u></p> <p style="margin-left: 40px;"><u>Post- Alawalpur</u></p> <p style="margin-left: 40px;"><u>Dist- Ghazipur, UP. 233222</u></p> <p>Tel. No. <u>8919157318</u></p> <p>E- mail id <u>Ramodkumar1980singh@gmail.com</u></p>		
EXIT – Interview : (Please fill in form attached)		
<p>Date Of Exit Interview: _____ Time Spent: _____</p> <p>Reason for Separation : _____</p> <p>_____</p> <p>General Manager – HR</p>		
<p>To,</p> <p>Accounts Department.</p> <p style="text-align: right;">Date :</p> <p>Mr. /Ms. /Mrs. _____ have handed over the complete charge and his full and final settlement can be settlement statement attached.</p> <p>_____</p> <p>General Manager- HR</p>		



CHARGE HANDOVER & TAKEOVER

Form No.24
HR/Sepr/CH/
Dt: 01.02.2025
Sheet 01 of 01

Note:

- i) Please record the List of Files, Manuals, CD Backup, Office records, and Pending issues for the smooth functioning of your department.
* Use multiple sheets if required.

Date : 15/10/25

Sr. No.	Particulars	Status / Remarks	Responsibility Handed over to	Sign.
1	All Files and Document available in laptop.		Shirish Lal Srivastava	
2	All IT Assets Handed Over to Mr Shirish Lal Srivastava		Shirish Lal Srivastava	
3	1. ID Card Handover		Shirish Lal Srivastava	
Signature of Employee (on charge handover)		Head of the Department (on charge takeover)		
Date : 15/10/25		Date :		