



# EMPLOYEE SEPARATION FORM

Form No. HR/Sep/RS/Re. 23  
01.02.2025  
Sheet 01 of 02

Name : Bamod Kumar Singh Location : Adipadi Department : T.I.L  
 Dt. of Joining : 22/03/2025 Dt. Of Resig. : 16/10/2025 Relieving Dt. : 15/10/2025  
 Total Service : 3 Months 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	<u>Shrish Lal Srivastava</u>
2)	E-mail-ID Termination / Forwarded	<u>Shrish Lal Srivastava</u>
3)	Password / Confidential System Information	" "
4)	Mobile-Number Termination / Forwarded (If CUG SIM Allotted)	

Bamod Kumar Singh Shrishtiyastu

T.S.P.  
Name & Sign of Separating Employee

Name & Sign of Employee Taking over charge

Head of the Department

Mr. Shrishtiyastu

II) Clearance from Accounts Department : Date: \_\_\_\_\_

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

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) Stationery  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. Shrishtiyastu	<u>On 14-Nov-2025</u>

HRD Dept.

General Manager - HR.

## IV) Clearance from IT / Admin. Department :

Date: \_\_\_\_\_

Sr.No.	Particulars	Remarks
1)	Personal Computer / Laptop	
2)	Printer	
3)	E-mail ID Termination / Forwarded	
4)	E-mail ID will be terminated on	
5)	Password / Confidential System Information	

Mr. Shriram Lal Srivastava

Dt. \_\_\_\_\_ By.  
Mr.

\* Please mention Recovery amount if any against the particulars mentioned above.

HOD - IT Dept.

## Employee Declaration

Sir,

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.

Name : Ramad Kumar SinghSignature of the employee : Ramad

Please mention your address for future correspondence :

Vill- NiranjanPost - AlawalpurDistr - Ghazipur, UP. 233222Tel. No. 8919157318E-mail id Ramad21980singh@gmail.com

## EXIT - Interview : (Please fill in form attached)

Date Of Exit Interview: \_\_\_\_\_ Time Spent: \_\_\_\_\_

Reason for Separation : \_\_\_\_\_

General Manager - HR

To,  
Accounts Department.

Date :

Mr. /Ms. /Mrs. \_\_\_\_\_ have handed over the complete charge  
and his full and final settlement can be settlement statement attached.

General Manager- HR



## 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 Shrivastav	<i>Shirish</i>
2	All IT Assets Handed over to Mr Shirish Lal Srivastav		Shirish Lal Srivastav	<i>Jr</i>
3	3rd ID Card Handover One		Shirish Lal Srivastav	<i>Jr</i>

Signature of Employee  
(on charge handover)

*[Signature]*  
Date : 15/10/25

Head of the Department  
(on charge takeover)

*[Signature]*  
Date :