

	TECHNO ELECTRIC & ENGINEERING CO. LTD.	Format No.
	NO DUES CLEARANCE CERTIFICATE	TEECL/HR/10

Name	Bidhan Das	Designation	Assistant General Manager
Employee ID	CP01820	Grade	3
Function / Department	T&D Line	Reporting Manager	Dhurjyoti Chaliha
Date of Joining	02/06/2025	Date of Release	26/12/2025

This form is designed to assist in the exit procedure i.e. to ensure that all company property is returned by the employee. Please have this checklist signed by the respective person(s) to confirm that the appropriate items have been returned.

It is your responsibility to ensure that this form is completed and returned to HR Department for your final settlement.

Sl. No.	Items	Received On (Date)	Signature / Name (Receiver)
	HR / Admin Dept.		
1.	Attendance Card	26/12/2025	
2.	Mobile Phone / SIM Card	NA	
3.	Mobile Handset	NA	
4.	Mobile Phone bills	NA	
5.	Office Keys of cupboards / drawers / cabinets, etc.	NA	
6.	Company Stationery Items	26/12/2025	Bidhan Das
7.	Company Car (if any)	NA	
8.	Fuel Card (if any)	NA	
9.	Company Accommodation (if any)	NA	
10.	Company Furniture with complete list (if any)	NA	
	Accounts & Finance Dept.		
11.	Cash Advance against Salary	NA	
12.	Advance Payment Exp.	15000	
13.	Advance against Gratuity	NA	
14.	Housing Loan (if any)	NA	
15.	Vehicle Loan (if any)	NA	

IT Dept.			
Computer / Laptop	26/12/2025	} No dues	
Pen Drive / Datacard / Internet Connecting Dongle / Hard Drive	NA		
Email ID Deactivation / Deletion			
Fileserver Access Deactivation			
Department Drive Access Deactivation			
1. VPN Access Deactivation	NA		
2. ERP Access Deactivation			
3. Colour Print-out Access Deactivation	NA		
For Site Employees			
24. Advance against travelling from site			
25. Attendance Report			
26. Tiffin Expenses			
27. Store Materials / Equipment			
28. Site Office Consumables			

Employee Signature *Atto Gidhadas* Date 28/12/2025

Reporting Manager / Site-in-charge / Site Accountant _____

MOD / Functional Head *Shahid*

