

NATURAL RESOURCES DEVELOPMENT CORPORATION LIMITED

Employee Exit Clearance Form (Internal)

When the employee (regular, contract & ESP) leaves the service on any reasons, they need to obtain an Exit Clearance against any outstanding balance/dues from authority concerned after acceptance of resignation (if applicable), on the basis of which the HR Section and Regional Office will issue Relieving Order for HO Staff and Regional Staff respectively.

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

Name of employee _____ Citizenship Identity Card NO. _____

Division/Region/Section _____ Designation _____ Service Status _____

Date of joining service (DD/MM/YY) _____ Date of leaving service (DD/MM/YY) _____

Name & Designation of immediate supervisor _____

Reason for leaving service

Superannuation	Voluntary	Compulsory	Termination	Any other
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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 balance/dues in office as on _____ (DD/MM/YY) under the respective Division/Region/Section. (If there is any outstanding balance/dues, please mention in the remarks column)

Sl No	Division/Region/Section	Signature	Remarks
1	Manager, Accounts Section, HO (applicable for HO employee)		
2	Store In-charge, General, HO (applicable for HO employee)		
3	Treasurer, NRDCL Welfare Fund, HO (applicable for employees of both HO & Regions)		
4	Regional Manager (applicable for employee of Region concerned)		

C. The duly signed form should be then submitted to HR Section, HRAD, NRDCL HO along with handing-taking note, on the basis of which the HR Section will issue relieving order (for HO staff), and process for post retirement benefits of employee concerned, if any.