

UNIT : Corporate Sailor
 NAME : Md. Al Amin Miah
 DESIGNATION : Programmer
 DEPARTMENT : Information Technology Department
 SECTION : Software Engineering
 ID NO : 3100085
 JOINING DATE : 20 April 2022
 RELEASE DATE : 24 June 2024

1) CLEARANCE FORM RELEVANT / CONCERN DEPARTMENT: CORPORATE OFFICE FACTORY

- a. All approval for Attendance/Leave submitted to Corporate HR : Submitted Pending Not Required
 - b. Hand over departmental necessary Documents/File/Materials : Handed Over Pending Not Required
 - c. Remove employee from departmental additional social media communication channel (whatsapp, messenger etc.) : Removed Pending Not Required
 - d. Presence of all data (data clearance) in employee's laptop/desktop (checked by Dept. Head) : Yes No Not Required
 - e. Keep activated employee's mail account but change password (approved by Dept. Head) : Required Not Required
- Mention Reason & Duration (If Required): : 01 Month 02 Months 03 Months

Comment & Signature: *[Signature]* 23.06.2024

2) CLEARANCE FORM ACCOUNTS DEPARTMENT:

CORPORATE OFFICE

No dues (IOD), except advance agt. salary if any *[Signature]* 23.06.24
[Signature] 23 Jun 2024
[Signature] 23 Jun 2024

FACTORY

3) CLEARANCE FORM HR & ADMINISTRATION DEPARTMENT:

CORPORATE OFFICE & FACTORY

- a. Interest Free Loan : Nil Adjusted Adjustable Amount :
- b. Mobile Set : N / A Returned Returnable Value of Set :
- c. Mobile SIM Card : N / A Returned Not Returnable Mobile No :
- d. Mobile Bill : N / A Adjusted Adjustable Amount : *NO DUE*
- e. Library Books : N / A Returned Returnable *No of Books*
Value of Books
[Signature] 23.06.24
- f. ID Card : Returned *[Signature]* Not Returned
- g. Insurance Premium : N / A Adjusted Adjustable Amount :
- h. Lunch Allowance : N / A Adjusted Adjustable Amount :
- i. House Rent/Dormitory : N / A Adjusted Adjustable Amount :
- j. Exit Interview Procedure is done : Yes No

Comment & Signature: _____

4) CLEARANCE FORM ICT DEPARTMENT:

- a. Laptop/Desktop : N / A Returned Not Returned
- b. Pen drive : N / A Returned Not Returned
- c. Hard Disk : N / A Returned Not Returned
- c. Modem : N / A Returned Not Returned
- d. Microsoft Apps & Services (outlook, teams, onedrive, sharepoint etc.) : Deactivated N / A

Comment & Signature: *Received laptop in good condition.* *[Signature]*

5) CLEARANCE APPROVAL AUTHORITY:

FACTORY HEAD

HEAD OF CORPORATE HR