

Staff No Dues Form

Personal Information

- **Full Name:** _____
 - **Employee ID:** _____
 - **Designation:** _____
 - **Department:** _____
 - **Date of Resignation/Retirement:** ____ / ____ / _____
 - **Last Working Day:** ____ / ____ / _____
 - **Contact Number:** _____
 - **Email ID:** _____
-

Clearance from Departments (Each department must provide clearance before the final approval)

- **Library Clearance**
 - **Books Returned:** [] Yes [] No
 - **Librarian Signature:** _____
- **Accounts Department**
 - **Pending Dues:** [] Yes [] No
 - **Accounts Officer Signature:** _____
- **HR Department**
 - **Exit Interview Completed:** [] Yes [] No
 - **HR Manager Signature:** _____
- **IT Department**
 - **Laptop/ID Card Returned:** [] Yes [] No
 - **IT Manager Signature:** _____

- **Admin Department**
 - **Office Assets Returned:** Yes No
 - **Admin Manager Signature:**

Declaration I confirm that I have cleared all my dues with the respective departments and have returned all assets belonging to TC Business School. I understand that failure to do so may result in withholding my final settlement.

Signature: _____

Date: ____ / ____ / ____

For Office Use Only

- **Final Approval By:** _____
- **Date:** ____ / ____ / ____
- **No Dues Certificate Issued:** Yes No
