



# SARYAM Engineering Pvt Ltd,

Indl Plot no.11, Area III,  
Nagavalli Amman Koil Street,  
Maraimalai Nagar, Tamilnadu 603209

## No Dues Certificate (For Exiting Employees)

Name		Emp Code		Date of Joining	
Designation		Location		Date of Resgination	
Employee Address		Notice Period Days		Date of Relieving	
Resignation Submitted	<input type="checkbox"/> Online <input type="checkbox"/> Hardcopy				
Department	Activity	Due Status Cleared / Due / NA	Amount for Recovery	Signature / Name / EMP ID	
Reporting Head	Official Documents		Rs.		
	Full Notice Period Served	Yes / No			
		Recovery Days :		Rs.	
	Pending Work Report		Rs.		
	Pending Recovery Damage towards any Loss / Damage				
	Any Other Dues		Rs.		
Administration	Cell Phone / Sim		Rs.		
	Draw Key		Rs.		
	Laptop with charger & Bag		Rs.		
	Vehicle	<input type="checkbox"/> Bike <input type="checkbox"/> Car	Rs.		
	Guest House Key		Rs.		
	Sample Material				
	Any Other Dues		Rs.		
Accounts	Loan / Advances		Rs.		
	Any Other Dues		Rs.		
HR	Duration of Employment		Rs.		
	No. of Days Leave Availed during Notice Period		Rs.		
	ID Card		Rs.		
	Reason for leaving		Rs.		
	Any Other Dues		Rs.		
Technical	Tool Kit		Rs.		
	Service / Installation Report		Rs.		
	Pending Recovery Damage towards any Loss / Damage		Rs.		

1. This is to certify that the below mentioned employee is not in possession of or withholding any property of the Company and there are no outstanding due to be settled by said employee.
2. This Certificate will be used as a reference to future recommendations after the said employee leaves the company.
3. I Hereby declare that I have handed over all the document, assets & financial dues to company if I found anything to be returned or payable by me, I shall return / pay equivalent amount by Cheque / cash in favor of company
4. Resignation Letter Hard copy has to be attached with Reporting head acceptance with relieving Date
5. No Due Certificate should be handed over to Admin Staff with all clearances on your last working day.