

## CLEARANCE CERTIFICATE

1. This is to certify that Mr.----- is relieved from his duties with effect from----- before/after office hours. He was present for---- days during the month of ----- and his/her rate of salary/wages is Rs.----- per day/per month.

(As per wage sheet for the month of -----)

2. Gratuity Claim.

He has joined the Factory on----- and completed ----- years of service and hence he is entitled to gratuity as per provisions of the Payment of Gratuity Act, 1972.

3. Bonus Claim

He has completed----- months service during the year and is entitled/no entitled to bonus as per the Provision of the Payment of Bonus Act, 1965.

PERSONNEL OFFICER

This is to certify that all the amount due from Shri.----- has been recovered/to be recovered as under:-

### **ACCOUNTS DEPARTMENT.**

Sr. No.	Item
1	Canteen/Office/workers.
2.	Staff Advance
3.	Other Advance
4.	Provident Fund
5.	L.I.C
6.	Guarantees given
7.	C.T.D.
8.	Others dues
9.	Sports

10. Others (Specify)

**OTHER DEPARTMENTS.**

General

Tools Stores

Library

Security

Personnel Department

**DEPARTMENTAL HEAD/S**

DRAFT

TO WHOM SO EVER IT MAY CONCERN.

SALARY CERTIFICATE.

This is to Certify that Shri. \_\_\_\_\_ has been an employee of this organisation since \_\_\_\_\_. The details of monthly salary and deducting are given as under:-

INCOME

Basic Salary	:-
Dearness Allowance	:-
Canteen Allowance	:-
Attendance Allowance	:-
Medical Allowance	:-
Incentive Allowance	:-
Leave travel concession Allowance	:-
Conveyance Allowance	:-

DEDUCTIONS :-

Provident Fund	:-
E.S.I.	:-
Professional Tax	:-
L.I.C.	:-
Others	:-

For and on behalf of

Signature.