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| --- | --- |
| **MR. No.** |  |
| **Name** |  |
| **Designation** |  |
| **Current/ Ex-employee** |  |
| **Documents required** |  |
| **Reason to be clearly mention** |  |
| **Signature of Employee**  ***(Employee to present his HR Card)*** |  |
| **Senior HR Officer HRMIS** |  |
| **Superintendent HR** |  |
| **Manager HR** |  |
| **Record Dealing Assistant** |  |
| **Received by Employee & Date** |  |