



The Islamia University of Bahawalpur

EMPLOYEE CLEARANCE CERTIFICATE

- 1- Name of Employee: _____
- 2- Department / Branch: _____
- 3- Designation: _____
- 4- Address: _____
- 5- Contact/ Cell No. _____

Signature of Employee / Widow

CLEARANCE REPORT

- 1- Report from concerned Department / Branch. _____
- 2- Report from Librarian. _____
Old Campus _____ New Campus _____
- 3- Report from Physical Education. _____
- 4- Report from Accounts Branch:
 - i) Cheque Section. _____
 - ii) Advance dealing (Assistant). _____
 - iii) Store & Purchase Section. _____
 - iv) T.A/ D.A (Assistant). _____
 - v) External Audit Section. _____
 - vi) Administrative Officer (Accounts Br). _____
- 5- Administrative Officer (Est.Br). _____
- 6- Report from Security Section. _____
- 7- Manager HBL (IUB Old Campus Br.)/(8/BC Br.). _____
- 8- Directorate of IT (Store Section). _____



The Islamia University of Bahawalpur

Store & Purchase Section Ph: 062-9330802

Date: _____

Subject: Handed and Taken Over Report For Clearance

Verified that following University Employee / Ph.D Scholar detail as under:-

Name of Employee

Designation & Department

Nature of Job: on contract basis ☐ on daily basis ☐ on permanent basis ☐ other.....

Has been relieved from service due to Resign ☐ Retirement ☐ Study Leave ☐ Died ☐

Other.....

Following items or detail attached are in his official use in this Department has handed over to:

Department ☐ Store ☐

S.No	Name of Items	Specification / Detail	Qty
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Name & Sign
Handed Over by

Name & Sign
Taking Over by

Sign & Stamp
Chairman / Principal
Head of the Department
Director Sub-Campus