



# 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) Salary Section \_\_\_\_\_
  - v) T.A/ D.A (Assistant). \_\_\_\_\_
  - vi) External Audit Section. \_\_\_\_\_
  - vii) Administrative Officer (Accounts Br). \_\_\_\_\_
- 5\_ Administrative Officer (Est.Br). \_\_\_\_\_
- 6- Report from Security Section. \_\_\_\_\_
- 7- Manager H13L (IUB Old Campus Dr.)/ (8/BC 131%). \_\_\_\_\_
- 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**