

## The Islamia University of Bahawalpur

## **EMPLOYEE CLEARANCE CERTIFICATE**

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1-	Name of Employee:	
2-	Department / Branch:	
3-	Designation:	
4-	Address:	
5-	Contact/ Cell No	
	Signature of Employee / Wido	w
	CLEARANCE REPORT	
1-	Report from concerned Department / Branch.	
2-	Report from Librarian.	
_	Old Campus New Campus	
	Old 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)	
V1)	Administrative Officer (Accounts B1).	
5-	Administrative Officer (Est.Br).	
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6-	Report from Security Section	
7-	Manager HBL (IUB Old Campus Br.)/ (8/BC Br.)	
8-	Directorate of IT (Store Section)	
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Store & Purchase Section Ph:062-9239053

## Subject: Handed and Taken Over Report for Clearance Verified that following University Employee / P.hD 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# Name of Items Specification/ Detail **Qty**

Name & Sign Handed over by Name & Sign Taking over by