



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