



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). _____



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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