**Clearance Certificate**

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| --- | --- | --- | --- | --- | --- |
| Employee Name: |  | ID: |  | Dept: |  |
| Tel: |  | Last Day of Work: | |  | |
| Supervisor name : |  | Chairman Name : | |  | |
| Supervisor Sign : |  | Chairman Sign : | |  | |
|  |  |  | |  | |

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|  | | | | | | |  |
|  |  | Library Books | Name: |  | Position: |  |  |
| Sign: |  | Date: |  |  |
|  | | | | | | |  |
|  |  | MEDIA(Book Store) | Name: |  | Position: |  |  |
| Sign: |  | Date: |  |  |
|  | | | | | | |  |
|  | | | | | | |  |
|  |  | Security | Name: |  | Position: |  |  |
| Sign: |  | Date: |  |  |
|  | | | | | | |  |
|  |  | ITC | Name: |  | Position: |  |  |
|  | Sign |  | Date: |  |  |
|  |  |  |  |  |  |  |  |
|  |  | O&M | Name: |  | Position: |  |  |
|  | Sign |  | Date: |  |  |
|  |  |  |  |  |  |  |  |
|  |  | Financial Affairs | Name: |  | Position: |  |  |
|  | Sign |  | Date: |  |  |
|  |  |  |  |  |  |  |  |
|  |  | Admin Affairs | Name: |  | Position: |  |  |
| Sign: |  | Date: |  |  |
|  | | | | | | |  |

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| To: Supervisor of, Admin Affairs unit  Note that the above cited staff is allowed to leave Education Sector. For your Action. | | | |
|  |  | |  |
| **Head, Admin Affairs Section** | |  | **Date** |
|  | |  |  |