**JUBAIL INDUSTRIAL COLLEGE**

**Admin. & Financial Affairs**

**Clearance Certificate for Admin. Staff**

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| Employee Name: |  | ID: |  | Dept: |  |
| Tel: |  | Last Day of Work: | |  | |

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|  |  | JIC Library Books | Name: |  | Position: |  |
| Sign: |  | Date: |  |
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|  |  | MEDIA (Book Store) | Name: |  | Position: |  |
| Sign: |  | Date: |  |
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|  |  | JIC Security | Name: |  | Position: |  |
| Sign: |  | Date: |  |
| ITC Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Financial Affairs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
|  |  | Admin Affairs | Name: |  | Position: |  |
| Sign: |  | Date: |  |
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| To: Director, Admin & Financial Affairs,  Please note that the above cited staff is allowed to leave JIC. For your guidance and Action. | | | | |
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| **Director Admin & Financial Affairs** | | |  | **Date** |
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