



Shifa Tameer-e-Millat University

CLEARANCE FORM

Mr./Mrs./Miss _____ Joining Date _____
Designation _____ Last Working Day _____
M R # _____ ID No.: _____
Department: _____

Please obtain the following clearance to complete this form in all respect and return it to the Department of Human Resource as soon as possible

_____ Human Resource Department

_____ Date

DEPARTMENT	SIGNATURE	DATE
HEAD OF DEPARTMENT		
SECTION HEAD		
ACCOUNTS & FINANCE		
HOSTEL		
STORE		
LIBRARY		
TRANSPORT - STMU / SIH		
HR (ID Card + Final Clearance)		
HR (Health Card + Insurance)		
IT / MIS		
PROJECT DIRECTOR (Website)		
<u>Exit Interview with Vice Chancellor:</u>		

I confirm that I have cleared all my dues, returned all equipment, STMU ID card & uniform issued to and am clear of all obligations to Shifa Tameer-e-Millat University.

_____ Employee Signature

_____ Date

For Official Use Only

This is certify that there is nothing outstanding against Mr./Mrs./Miss _____
Designation _____ at the time of his/her leaving the services
with Shifa Tameer-e-Millat University, Islamabad on _____.

_____ Registrar

Office Stamp

_____ Date