



# 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		
DIRECTOR Information Systems		
<b><u>Exit Interview with Vice Chancellor:</u></b>		

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