



**M.A.J.U.**

**Mohammad Ali Jinnah University**  
Islamabad Campus

## Employees Clearance Form

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Manager HR

| <u>Department</u>                | <u>Outstanding Items</u> | <u>Name &amp; Signature</u> |
|----------------------------------|--------------------------|-----------------------------|
| Registrar                        | _____                    | _____                       |
| Examination Section              | _____                    | _____                       |
| Admission & Registration Section | _____                    | _____                       |
| Attendance Section               | _____                    | _____                       |
| Library                          | _____                    | _____                       |
| Computer Lab.                    | _____                    | _____                       |
| Manager (Admin)                  | _____                    | _____                       |
| H.R. Manager                     | _____                    | _____                       |
| Accounts Office                  | _____                    | _____                       |
| Storekeeper                      | _____                    | _____                       |
| Cafeteria                        | _____                    | _____                       |

Head of Department/Section \_\_\_\_\_

Approved by E.V.P. \_\_\_\_\_