



कुमारभास्करवर्मसंस्कृत-पुरातनाध्ययनविश्वविद्यालयः

কুমার ভাস্কর বর্মা সংস্কৃত ও প্রাচীন পুরাতন অধ্যয়ন বিশ্ববিদ্যালয়

Kumar Bhaskar Varma Sanskrit & Ancient Studies University

Namati-781337 Nalbari

Website: www.kbvsasun.ac.in ; Email Id: kbvsasun@rediffmail.com

KBVS&ASU/TIC/4/2026-27

Date:22-04-2026

OFFICE CIRCULAR

This is to inform all concerned that an **Employee Clearance Checklist** has been prepared for use in cases of retirement, resignation, tenure completion, voluntary retirement, deputation, dismissal/termination, etc.

All departments/sections are requested to kindly ensure that the attached checklist is duly followed and necessary clearances are provided before the final release of any employee from this University.

This may be treated as important and complied with accordingly.

The format is enclosed herewith for necessary action.

This has the approval of Honble Vice Chancellor dated:

Registrar

Kumar Bhaskar Varma Sanskrit &
Ancient Studies University

Memo No: KBVS&ASU/TIC/4/2026-27

Date:22-04-2026

Copy forwarded to:

1. P.S. to Vice Chancellor, KBVS&ASU for information.
2. All HoD/Head of all Departments/Section for information.
3. Treasurer, KBVS&ASU
- ✓ 4. Dr. Prnab Das, Assistant Professor with a request to upload in the University Website.
5. Office File

Registrar

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कुमार भास्कर वर्मा संस्कृत जातक पुरातन अध्ययन विश्वविद्यालयम्
Kumar Bhaskar Varma Sanskrit & Ancient Studies University
Namati, Nalbari-781337
Website www.kbvsasun.ac.in : E-mail kbvsasun@rediffmail.com

EMPLOYEE CLEARANCE CHECKLIST

RETIREMENT RESIGNATION TENURE COMPLETION VOLUNTARY RETIREMENT
DEATH TECHNICAL RESIGNATION DISMISSAL / TERMINATION
LIEN / DEPUTATION

NAME OF EMPLOYEE	
EMPLOYEE ID	
DESIGNATION	
DEPARTMENT/SECTION/BRANCH/CELL/CENTRE	

Date of Joining: ___/___/20___

Last Working Day: ___/___/20___

Note: The following are as must be cleared prior to final release from service.

Clearance Particulars	Remarks	Signature with Seal & Date
Departmental Clearance		
Library Clearance		
Finance & Accounts Section Clearance		
Examination Branch Clearance		
Quarter Clearance		
Computer Centre Clearance		
Office/Lab Equipments {If Any}		
Stores & Purchase Section Clearance		
General Administration Department Clearance		
Others {If any, please specify}		

I, _____, do here by declare that I do not have any other dues from any other section.

Countersigned & Approved

(Signature)
20/11/26

Registrar, KBVS&ASU

Employee's Signature

