



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

