University of Management and Technology-Sialkot Campus

Clearance Certificate

It is certified that there is nothing Outstanding against

Employee Name	Designation:	Code	Department/ School	Employment Status	Date of Joining	Date of Resignation	Last Working Day

Applicable notice period after submitting the resignation (filled by OHCM) _____

Head Learning Resource Centre

Name: _____

Signature: _____

Ensure No Book Issued After clearance. Write cost of book not returned

Office of Campus Management and Services

OCMS Store OTN

Name: _____

Signature: _____

Head Controller of Examinations

Name: _____

Signature: _____

Head Office of Treasurer

Name: _____

Signature: _____

Office of Human Capital Mana•ement

Last working day as per attendance _____

	Yes	No	N/A
Employee Card			
OPD Cards			
In door Cards Social Security Card			
Attendance Roaster			
Provident Fund			
Directory Updaption			

Head Office of Technology Enablement

Remarks for OTE regarding computer data

Email: Domain ID

ERP/Portals etc. Web portal

Name: _____

Signature: _____

Ensure Loein Blocked on last W D or Schedule it before Sienine

Office of Human Capital Management (Notice Period Verification)

No of days worked after date of resignation (as per the HR attendance record) _____

Name: _____

Signature: _____

OSSV Vehicle Parking Sticker Yes No N/A

Name: _____

Signature: _____

Concerned KU Head/Program Incharge / Office Head

Name: _____

Signature: _____

Executive Director Campus Remarks

Required Notice Period Served — No of days served _____

Required Notice Period Not Served — No of days not served _____

Notice Period Waved Off — No of days waved off _____

Remarks Regarding Notice Period Wavier: _____

Name: Dr. Saleem Farooq Shaukat

Signature: _____

Any other comments: _____

* Remaining dues if any, will be payable within minimum of 4 working weeks after submission of form to OHCM Treasurer

Head Office of Human Capital Management.