

National University
of Computer & Emerging Sciences
CLEARANCE PROFORMA
(Employee proceeding on Long Leave)
(Duration >= Six months)

EMPLOYEE PROFILE (To be filled by Campus HR)						
Emp Name		Emp ID				
Campus		DOJ				
Designation		Department				
Reporting Officer (RO) Name		RO Department				
Leave Reason						
Leave Duration						
HR Officer Name		Signature				
Date						
Attachment	Employee Application (Signed) with supporting document					
For Official Use Only						
<p>i) The incumbent has handed over charge of Assets;</p> <p>ii) Before leaving the University, Outstanding dues, if any, shall be adjusted by the University Management;</p> <p>iii) IT & Accounts Offices inform HR about essential requirements as listed below, to enable final settlement of the employee. The reports should reach HR within 2-3 days, duly signed by the concerned departments; and</p> <p>iv) This certificate is issued without prejudice to the right of the Management to take appropriate legal actions, for recovery of any other claims revealed later on by Auditors or any other Competent Authority.</p>						
HR (Campus)	Univ. ID (Campus HR)	Returned	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Insurance Card (NUCES-HQ HR)	Returned	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Remarks					
	Name	Date			Signature	
Academics	Results	Submitted	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Paper/Re-Checking	Submitted	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Name	Date			Signature	
IT	Laptop & Accessories	Returned	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Desktop & Accessories	Returned	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Name	Date			Signature	

Accounts						Amount (Rs)
	Advance Salary	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Allowances	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Accounts Recv.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Laptop Loan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Name		Date		Signature		
Library	Books	Returned	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Cases/DVDs	Returned	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Outstanding charges (if any)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Name		Date		Signature	
QEC	Course Folders	Returned	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Survey Forms	Returned	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Name		Date		Signature	
Admin	Office Keys	Returned	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Furniture	Returned	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Telephone Set	Returned	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Name		Date		Signature	
Electrical Engineering (Labs)	Equipment	Returned	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Name		Date		Signature	
Computer Engineering (Labs)	Equipment	Returned	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Name		Date		Signature	
Reporting Officer	Approved	<input type="checkbox"/>			No Approved	<input type="checkbox"/>
	Reason for Refusal (If any)					
	Name		Date		Signature	
Director	Recommended	<input type="checkbox"/>			Not Recommended	<input type="checkbox"/>
	Reason for Refusal (If any)					
	Name		Date		Signature	
NUCES-HQ (HR)						
Remarks						
Date			Signature			
RECTOR			Approved	<input type="checkbox"/>	Not Approved	<input type="checkbox"/>
Reason for Refusal (If any)						
Date			Signature			
NUMUN Updated by		Date		Signature		