

National University

of Computer & Emerging Sciences

STAFF CLEARANCE PROFORMA

| EMPLOYEE PROFILE (To be filled by Campus HR) | | | | |
|--|--|---------------|------------------------------|-----------------------------|
| Emp Name | | Emp ID | | |
| Campus | | DOJ | | |
| Designation | | Department | | |
| Reporting Officer (RO) Name | | RO Department | | |
| Last working day | | | | |
| HR Officer Name | | Signature | | |
| Date | | | | |
| Attachment | Applicant application (Signed) with supporting documents | | | |
| **For Official Use Only** | | | | |
| i) The incumbent has handed over charge of Assets; ii) Before leaving the University, Outstanding dues, if any, shall be adjusted by the University Management; 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 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. | | | | |
| HR Deptt. | 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 Deptt. | 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 Deptt. | 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 Deptt. | | | | 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 Deptt. | 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) | Returned | Returned | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| | Reason for Refusal | | | | | |
| | | Name | Date | Signature | | |
| Computer Engineering (Labs) | Returned | Returned | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| | Reason for Refusal | | | | | |
| | | Name | Date | Signature | | |
| Reporting Officer | Recommended <input type="checkbox"/> | | Not Recommended <input type="checkbox"/> | | | |
| | Reason for Refusal (If any) | | | | | |
| | | Name | Date | Signature | | |
| Director | Approved <input type="checkbox"/> | | Not Approved <input type="checkbox"/> | | | |
| | Reason for Refusal (If any) | | | | | |
| | | Name | Date | Signature | | |