

Maharaja Surajmal Institute

C-4, Janak Puri, New Delhi - 110058

I _____ Designation _____

Department _____ am leaving with effect from _____. All items / equipment/stores/documents records held in my charge as on date have been properly handed over to Sh./Ms. _____.

Signature : _____
(Handed Over)

Signature : _____
(Taken Over)

Date : _____

Date : _____

CLEARANCE CERTIFICATE

	<u>Remarks</u>	<u>Signature</u>
Head of the Department	_____	_____
Library	_____	_____
Computer Lab Incharge	_____	_____
Mess Incharge	_____	_____
Canteen Incharge	_____	_____
Store Keeper	_____	_____
Accountant / Cashier	_____	_____
Office (A. O.)	_____	_____

Date : _____

Director