

Clearance form for Retirement/Resignation/Lien

Personal Information

Name of Staff Member:	
Designation:	Department:
Date of Birth:	Date of Joining:
Age of Superannuation:	Date of Superannuation:

Clearance from various Sections

Section	Sign. and Seal of Incharge	Section	Sign. and Seal of Incharge
Department/Section		Account Section	
Computer Dept.		Sport Section	
SPMS Employee Society		Library/Book Bank	

Application

<p>To, The Principal, RCERT, Chandrapur.</p> <p>Respected Sir,</p> <p>With reference to my Retirement/Resignation/Lien, I have cleared all the dues of the college. I am submitting herewith the clearance. Hence you are requested to please relieve me from duty and release Gratuity/Leave Encashment amount at the earliest (In case Retirement/Resignation).</p> <p>Thanking You,</p> <p>Yours Sincerely,</p> <p>(Signature of Staff Member)</p> <p>Date:</p>	<p>(Signature of Head/Incharge)</p>
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