



PAKISTAN REVENUE AUTOMATION (Pvt.) LIMITED

CLEARANCE FORM

Dated: _____

It is certified that I _____ designation(Last) _____ DOJ _____
DOR _____ Pay Group _____ Salary _____ handed over all assets/material assigned to me by the company
to respective Department. Please issue the clearance certificate. Bank Account #: _____
Bank Name & Branch: _____ Emp. Code: _____ Contact No: _____
IBAN# _____ CNIC _____ Signatures: _____

Clearance Form

S.#	Company Asset/Document/Receivable	Yes	No	Not applicable	Department/Received By
1	Official Books/Literature				Concerned HoD/HoW
2	Any Company's Software / material				
3	Laptop/P.C				Store Section
4	Portable Internet Devise				
5	Mobile Set				
6	Any Other item: _____				
7	Any Advance Cash/Imprest				Manager (Admin. & Store) Finance Department
8	Misc. Receivable: 1.Telephone 2. Company Loan				
9	TA/DA Advance				
10	Company ID Card				Manager (HR)
11	Health Insurance Card				
12	Leave without Pay (if any)				
13	Any inquiry pending against him:				
14	<u>Leave Encashment</u> Earned Leave Balance for encashment: _____				SR. Manager (HR)

Note: After execution a copy should be sent to Accounts Department for payment of final dues.

Head of HR & Admin.