

**INSTITUTE OF PHYSICS, BHUBANESWAR**

**CLEARANCE FORM FOR RELEAVING / RESIGNATION FROM INSTITUTE**

**NAME :**

**DESIGNATION :**

**Alt. E-Mail ID** *(gmail /yahoo etc)* **:**

**WORKING AREA :**

**IMMEDIATE SUPERIOR :**

**DATE OF JOINING : DATE OF LEAVING :**

**PURPOSE OF LEAVING :**

**Date : SIGNATURE**

**CLEARNCE OBTAINS FROM THE CONCERNED SECTION**

Library : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Computer Section : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Establishment : (1) Medical Book \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) I-CARD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupied Cubical Key (Clearance from Director’s Office) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Key : Returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Not Returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROVOST : \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hostel Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other matter may be noted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORWARDED TO DIRECTOR ALLOWED / NOT- ALLOWED**

**SUPERVISOR/FACULTY OF SAME GROUP (FOR PDF) DIRECTOR**

**[For Official Use (CONCERNED SECTION MAY USE SEPARATE SHEET IF NEEDED)]**

**Accounts Section for Clearance :**

**Laboratory for Clearance :**

**Store for Clearance :**