

Clearance Certificate

Kindly issue a Clearance Certificate with respect to the following employee for the purpose of resignation.

Name:

Department/Division/Section:

EID:

TO BE FILLED IN BY THE CONCERNED OFFICERS

(Please mention if he/she has any outstanding balances)

I certify that he/she does not have any outstanding advances or adverse observation.

SN	Dept./Div./Sect.	Outstanding advances or adverse observation	Name and Signature
1	GM, Works Department		
2	Head, Maintenance Division		
3	Head, Mines Division		
4	Head, Process & Production Division		
5	Head, Quality Division		

SN	Dept./Div./Sect.	Outstanding advances or adverse observation	Name and Signature
6	Head, Electrical Section		
7	Head, Mechanical Section		
8	Head, Instrumentation Section		
9	Head, Utility Section		
10	Head, Raw Material Section		
11	Head, Packing plant Section		
12	Head, OHSE Section		

SN	Dept./Div./Sect.	Outstanding advances or adverse observation	Name and Signature
13	Shift Engineer, Production Section		
14	Head, Process Section		
15	Head, Chemical Lab section		
16	Head, Auto lab Section		
17	Head, Commercial Department		
18	Head, PMMD		
19	Head, Finance Division		
20	Head, Procurement Section		

SN	Dept./Div./Sect.	Outstanding advances or adverse observation	Name and Signature
21	Head, MM Section		
22	Head, ICT		
23	Head, Banking Section		
24	Head, Payable Section		
25	Head, Receivable Section		
26	Head, MIS & Analysis section		
27	Head, HRAD		
28	Head, HR Section		

SN	Dept./Div./Sect.	Outstanding advances or adverse observation	Name and Signature
29	Head, Admin Section		
30	Internal Audit		
31	Company Secretary/Legal		
32	Head, S&MD		
33	Head, Sales Division		
34	Head, Marketing Division		
35	Head, Sales Section		
36	Head, Marketing Section		

SN	Dept./Div./Sect.	Outstanding advances or adverse observation	Name and Signature
37	Head, Logistic Section		
38	Asset Management		
39	Auto Foreman		

(Deputy Chief Executive Officer)

(Chief Executive Officer)

(The signatories above are personally and collectively responsible for any incorrect information and shall be liable to make any outstanding advances/unsettled paras against the officer)