



# CLEARANCE FORM

Name : \_\_\_\_\_

Designation: \_\_\_\_\_ Employee Code: \_\_\_\_\_

## 1. Projects Clearance

Work Description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager

## 2. Logistics Clearance

Plate No.	Vehicle Condition	Fines, if any

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager

## 3. Accounts Clearance

Gratuity Amount	Deductions, if any	Remarks

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager

## 4. Administrative Clearance

S/N	Items	Yes / No	Remarks
1	CMW / NGC Gate Pass		
2	ICAD Access Card		
3	Sim Card		
4	Laptop		

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager