



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

Petty Cash	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