



MTI-KHYBER TEACHING HOSPITAL

(Medical Teaching Institution)

HUMAN RESOURCE

Employee Clearance Form



ISSUE #: 01

DOCUMENT #: HR-F-05

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CLEARANCE CERTIFICATE

Employee Registration No. _____

Mr./Mrs./Miss/Dr. _____ S/D/o _____

Designation: _____ Status _____ BPS / Grade /Daily Wage _____

Reason for Leaving	Effective Date

Certified that no accommodation has been allotted to me in KTH-MTI Nursing/ Doctor/Paramedical Hostel or Flat and other residential places hired by the Institution OR any other residential places of the Provincial Government. Certified that the above statement is true, I will be responsible for its genuine and will be liable to disciplinary action /Litigation if anything found concealed to the above statement.

Signature of Employee: _____

Concerned Department

He/ She performed duty up to the date mentioned above and nothing is outstanding against the official.

(In case of any liability) Detail _____

Head of Concerned Department: _____

Other Departments

S No.	Department	Authority	Signature
1	Accommodation	Provost/House Keeper	
2	MIS (I.T)	HMIS Admin System Admin Network Admin Web Developer	<input type="checkbox"/> HMIS: _____ <input type="checkbox"/> System: _____ <input type="checkbox"/> Networking: _____ <input type="checkbox"/> Office 365: _____
3	Security	Security Manager	
4	Manager Material Management	M.M.M	

Manager I.T

All relevant accounts/IDs has been deactivated.

Manager I.T: _____

Finance Department

Certified that no dues are pending against him/her as per record.

Dealing Assistant (Finance)

Account Officer: _____

HR Department

HR- MIS: _____

Returned RFID Card issued to the Officer/Official.

In-Charge HR-MIS: _____

Certified that no disciplinary action / judicial inquiry or any other liability is pending against the Officer/Official as per Record/ Personal File.

(HR Assistant I-II-III-IV)

Manager Human Resources: _____

Hospital/Medical/Nursing Director

MTI-Khyber Teaching Hospital Peshawar.