



Shivnagar Vidya Prasarak Mandal's



College of Pharmacy,

Malegaon(Bk) Tal- Baramati Dist-Pune Pin-413115

Approved by AICTE New-Delhi, Affiliated to Savitribai Phule Pune University.

NBA Accreditation (2011-2014), NAAC Accreditation (2023-2028)

Phone- 02112-254216 website : www.mgmt.svpm.org.in, Email- directoriom@mgmt.svpm.org.in

Date:

EMPLOYEE NO DUES / CLEARANCE FORM

EMPLOYEE DETAILS :-

Sr.No.	Particular	Details
1.	Employee Name	
2.	Address & Mobile No.	
3.	Designation	
4.	Date of Joining	
5.	Last Working Date	
6.	Total Service	

DEPARTMENTAL CLEARANCE :-

Sr. No.	Department	Assets / Dues to be Cleared	Status	Authorized Signature
1.	Administration	ID Card / Keys		
2.	Accounts & Finance	Salary Advance / Loan / Reimbursement/Society		
3.	Store	Tools / Materials		
4.	library	Books		
5.	Other			

EMPLOYEE DECLARATION :-

I hereby certify that I have returned all College property and cleared all dues payable to the College. I understand that any pending dues may be recovered as per College policy.

Employee Signature

Date

SVPM OFFICE CLEARANCE :-

All departmental clearances have been completed and there are no dues pending against the employee.

SVPM Representative Name

Signature

Date

APPROVAL :-

Director

Secretary

Date