



Airports Authority  
of India

### CLEARANCE CERTIFICATE

#### Application for obtaining Clearance Certificate on account of Superannuation/Transfer

I, request you to kindly issue me clearance certificate on account of my Transfer/Superannuation

Vide lettr No: 575

Dated: 2020-04-18

My particulars are submitted as under, I declared that nothing is outstanding against me.

Employee No.: 78787

Name : Narayan Shaw

Designation : n

Deptt./Section : gngngfhf

Station : RHQ ER

Signature : Narayan Shaw

Sl.	Deptt./Section	Details of Outstanding	* Certifying Authority	Signature with Office Stamp
1	Outstanding dues: - Car advance - HBA (House Building) - Any other.		cash Section	Authority Name Designation Date of Approval Generated through Clearance Portal
2	Return of Airport Entry Pass		Security Section	Authority Name Designation Date of Approval Generated through Clearance Portal
3	Return of Medical Card		HRM Deptt.	Authority Name Designation Date of Approval Generated through Clearance Portal
4	AAI Library		Official Language in-Charge	Authority Name Designation Date of Approval Generated through Clearance Portal
5	Return of stationery: - Key to the drawers - Confidential boxes, Almirah		Superior Officers, whom She/he report	Authority Name Designation Date of Approval Generated through Clearance Portal
6	Return of: - Telephone inst. - Mobile Phones		Communication (Ops.)	Authority Name Designation Date of Approval Generated through Clearance Portal

Sl.	Deptt./Section	Details of Outstanding	* Certifying Authority	Signature with Office Stamp
7	Return of Computer accessories: - Key to the drawers - confidential boxes, Almirah		IT Deptt.	Authority Name Designation Date of Approval Generated through Clearance Portal
8	Handover of: - Company Accommodation - EMC		E & R Section	Authority Name Designation Date of Approval Generated through Clearance Portal
9	Return of ICAO documents taken from AIS Section		AIS Section / ATM Deptt.	Authority Name Designation Date of Approval Generated through Clearance Portal
10	Return of drawing instruments		Chief Draughtsman	Authority Name Designation Date of Approval Generated through Clearance Portal
11	Engg. Library		Engg. Section	Authority Name Designation Date of Approval Generated through Clearance Portal
12	Theft & Credit Society			Authority Name Designation Date of Approval Generated through Clearance Portal
13	Submission of PRA Report for subordinate Official for the current year		PAR Section/next in-Charge	Authority Name Designation Date of Approval Generated through Clearance Portal
14	Completion of PAR/PMS for Staff (Online/Offline)		Self Certificate	Authority Name Designation Date of Approval Generated through Clearance Portal
15	Any other Deptt./Section			Employee Name Generated through Clearance Portal

\* The list of Clearance to be obtained by the employee is only indicative any may add / after any of the section / Deptt. as per requirement of the Region / Airport / Establishment.

Sri / Smt. / Ku. Narayan Shaw having obtained clearance from all concerned, the dues on retirement may be released Released Date

Dated :

Place:

Signature :

Name:

Deptt.