

Internal Clearance Form

Date of Initiation:

Full Name : Mohammad Ghazali

Job Title : Technician - Chiller

Employee Code : 6465

DOJ : 14-08-21

Last working day :

Department : Maintenance - General

Business Unit : QFM

Reporting to : Mr. Abdul Aziz

Date of leaving :

Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT				
<ul style="list-style-type: none"> Files/Register/Documents Manuals Tools Safety Equipment 		NR		
IT				
<ul style="list-style-type: none"> Computer / Laptop Flash Drive Email ID Deactivation Mobile Handset Sim Card Telephone ERP login 		NR		
WORKSHOP				
<ul style="list-style-type: none"> Vehicle Traffic Violation 		NR		
PROCUREMENT				
<ul style="list-style-type: none"> Fuel tag 		NR		
STORES				
				For
HR/ADMINISTRATION				
<ul style="list-style-type: none"> Company Accommodation Health Card Insurance Card Employee ID Card Legal Case 		NR		2m dandr 25/07/23
FINANCE				
<ul style="list-style-type: none"> Advance Company Loan Company Credit Card Any Other Bank Related <ul style="list-style-type: none"> Personal Loan Credit Card 		NR		2m dandr 25/07/23

Signature (Employee): -

Unit - HR: -

Exit ticket
not required