



## Air University CLEARANCE FORM

### AU Employees (Management, Faculty, Supporting Staff)

Dated \_\_\_\_\_

Employee # \_\_\_\_\_ Name \_\_\_\_\_ Designation \_\_\_\_\_

Department \_\_\_\_\_ Head of Department \_\_\_\_\_ Taken on Strength \_\_\_\_\_

Struck off Strength \_\_\_\_\_ Reason for Clearance \_\_\_\_\_ Contact Number \_\_\_\_\_

Department	Outstanding	Name	Designation	Signature
Head of Department				
HR Office				
Library				
Admin Office (Collect ID card & Car Sticker)				
Computer Lab				
Communication Section				
Digital Electronics Lab				
DSP & IP Lab				
Embedded System Lab				
E .S Lab				
Communication Lab				
Robotics Lab & Ind. Auto Lab				
Thermo fluid Lab				
Project Lab				
Electrical & Power Electronics				
Power Systems Lab				
RF & Optical Lab				
Mechanical Workshop Lab				
BS/PG Physics Lab				
Students Cafeteria				
Store				
Transport Office				
Sports				
Automation Department				
Examination Department				
Accounts Office				

**Director Finance**  
**Air University, Islamabad**

Note: Form is to be raised in two copies in last working week of the notice period.

Start clearance from your concerned department then rest of the relevant departments then send to HR and Finance.

On Clearance individual is to deposit/clear of following. (1). AU ID card (2). Car Sticker (3). Health Insurance Card (4). Library Books (5). Any out Standing Loans (6). Any item issued on loan card, clear of TR's /Advances/any file/correspondence held on charge.