

MOTILAL NEHRU SCHOOL OF SPORTS, RIA - 1029
DISTRICT SONIPAT(HARYANA)

CLEARANCE CERTIFICATE

PART-I

(To be completed by the employee in triplicate before leaving the service or the school and to be handed over duly completed in all respects, to the Bursar(Admn. Officer) before departure.

I hereby certify that;

- a) I have been transferred out of Motilal Nehru School of Sports Rai and will be leaving w.e.f. _____ (F.N./A.N.)

OR

I have been tendered resignation from my post which has been accepted w.e.f. _____ (F.N./A.N.)

OR

My services have been terminated with effect from _____ (forenoon/afternoon).

OR

I have been relieved/will be relieved of my duties on the (forenoon/afternoon) of _____ i.e. the date of expiry of my services.

- b) I am not in possession of any store, book, equipment or any other items belonging to the School.
- c) I have handed over all School items issued to me/hold on my charge to Sh./Ms./Smt. _____
- d) I was not provided a house in the School Campus/I am/was occupying Quarter No. _____ at the campus which has been vacated/will be vacated on _____.
- e) No bill pertaining to the Staff Canteen/Hostel/Messes is outstanding against me.

Signature _____

(Name in Block Letters)

Designation _____

Section _____

It is clarified that there is nothing outstanding against the above mentioned individuals:-

1. I/c Accademic, Sr. Wing _____
2. I/c Accademic Jr. Wing _____
3. Residential Medical Officer _____
4. Housemasters/Housemistress _____
5. Office Suprintendent _____
6. Accounts Officer _____
7. Deputy Superintendent _____
8. Quartermaster _____
9. Hostel Supdt./Matron _____
10. Mess Supervisor(Sr./Jr.) _____
11. Librarian/Librarian(Jr. Wing) _____
12. Incharge Sports Store _____
13. I/c(Incharge) School Workshop _____
14. Incharge, Book House _____
15. Incharge, Electric Gadgets _____
16. Incharge C.S.D Canteen _____
17. Band Master _____
18. Music/Dance Teacher _____
19. S.O.(Agriculture) _____
20. I/c Land Scaping _____
21. Storekeeper (Q.M. Section) _____
22. Storekeeper (Furniture) _____
23. Incharge, L.P.G. _____
24. Identity Card, Clerk _____
25. Incharge, Computer _____

26. Head of the Section of the employee _____

Countersigned

**Bursar(Admn. Officer)
Motilal Nehru School of Sports,
Rai(Sonipat) Haryana.**