



SRI VENKATESWARA COLLEGE
(University of Delhi)

Ref No : SVC/Admn/2009/P/

Date :

Clearance Slip for Teaching and Non-Teaching Staff Members

Name of the Employee ::

Designation ::

Department ::

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- | | | | |
|----|--|----|----------------------------------|
| 1. | Library | :: | Librarian |
| 2. | Accounts Dues | :: | Cashier |
| 3. | Any other Dues | :: | Section Officer (Accounts) |
| 4. | Medical Card | :: | Dealing Assistant |
| 5. | Telephone Calls | :: | Dealing Assistant |
| 6. | Departmental Clearance & Attendance Register | :: | Teacher-in-Charge |
| 7. | Leave not due and any other Dues | :: | Section Officer (Administration) |
| 8. | Co-operative Society | :: | Secretary |
| 9. | Identity Card | :: | Dealing Assistant |

Principal