



DEPARTMENT OF HUMAN RESOURCES

MEDICAL TEACHING INSTITUTION

Gajju Khan Medical College / Bacha Khan Medical Complex Swabi
THQ Topi/THQ Lahore
(Khyber Pakhtunkhwa)



Each full time and part time employee terminating employment with the MTI BKMC & GKMC & Allied Hospitals must secure clearance from each of the departments listed below. **Failure to complete this form in its entirety could result in the terminating employee's final paycheck being held until proper clearance has been secured.**

EMPLOYEE DEPARTURE CLEARANCE FORM

Name		
Employee ID		
Department		
Appointment Designation		
Additional task assigned (from.....to.....) Annexure A attach		
Date of Joining		
Reason	Termination	
	Leaving on Will	
Email		
Phone		

It is certified that there is nothing outstanding against the above mentioned employee on the MTI-GKMC/BKMC & THQ Topi & THQ Lahore.

Department	Signature	Date	Description of Clearance
Head Of Department			
IT Section			
Accommodation			
Library			
Examination Cell			
Nursing			
Facilities Management			
Material Management			
Finance Department			
Store GKMC			
IBP & Sehat Sahulat			
Human Resource			

Kindly fill up the feedback form attached (Annexure-B)

Issued by: _____

Approved by HR Manager _____