

Employee Clearance Form – University of Ruhuna

- 1. Employee Name:.....
- 2. UPF No.....
- 3. Department/Division.....
- 4. Position held:.....
- 5. Faculty:.....
- 6. Contact details:
 - Email: Official Personal:.....
 - Mobile Nos: Voice What's app.....

Obtain clearance and authorized signature from the following Department/Division when you submit the request for the study leave or sabbatical leave.

Department	Authorized Signature
<p>Department of</p> <p>a) Keys, Laptop Computers and other university property returned</p>	<p>Hereby I certify that no outstanding obligations or if have following arrangements were made.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Head of the Department/Dean:.....</p> <p>.....</p> <p>Date:</p>
<p><u>Library</u></p> <p>a) Material referred</p> <p>b) No outstanding fines</p>	<p>Hereby I certify that no outstanding obligations or if have following arrangements were made.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Librarian:.....</p> <p>.....</p> <p>Date:</p>

<p><u>Finance</u></p> <p>a) NO University loans such as UPF loan, Distress Loan. (If have should be fully settled or a proper arrangement should be made).</p> <p>b) Overpaid salaries or any payment.</p> <p>c) Settle the Cash advance /staff advance taken</p>	<p>Hereby I certify that no outstanding obligations or if have following arrangements were made.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Bursar.....</p> <p>.....</p> <p>Date:</p>
<p><u>Establishment Division</u></p> <p>a) Bond & Agreement</p> <p>b) Obligatory Period</p>	<p>Hereby I certify that an outstanding obligation or if have the following arrangements were made</p> <p>DR/SAR/AR- Establishment.....</p> <p>.....</p> <p>Date:</p>
<p><u>Physical Education Unit</u></p>	<p>Hereby I certify that an outstanding obligation or if have the following arrangements were made</p> <p>Director/PE Unit.....</p> <p>.....</p> <p>Date:</p>
<p><u>General Administration Branch</u></p> <p>a) Housing rent and etc.</p>	<p>Hereby I certify that an outstanding obligation or if have the following arrangements were made</p> <p>DR/SAR/AR- General Administration.....</p> <p>.....</p> <p>Date:</p>

I hereby certify that I have returned all University property assigned to me and have no outstanding obligations to the University. If have above arrangements were made.

I understand that if it is determined that I have been overpaid or if payments have been made on my behalf that it is my responsibility to repay those amounts to the university.

Employee's Signature:

Date:.....