



**SRI VENKATESWARA COLLEGE: DHAULA KUAN: NEW DELHI – 110 021**  
(University of Delhi)

Dated:

**Clearance Slip for Teaching and Non-Teaching Staff Members**

Name of the Employee :

Designation :

Department :

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1. Department Clearance and Attendance Register : Teacher-in-Charge
  2. Leave not due and any other dues : S.O. (Admin)
  3. Account Dues / Any other dues. : S.O. (A/cs)
  4. Library : Librarian
  5. Cooperative Society : Secretary
  6. Identity Card : Dealing Assistant
  7. Medical Card : Dealing Assistant
  8. Telephone Calls : Dealing Assistant
  9. Andhra Bank Manager :
  10. Delhi University : 1. Central Library  
2. Science Library  
3. Rattan Tata Library  
4. South Campus Library

PRINCIPAL