



POORNIMA FOUNDATION



NO DUES FORM

Issued on:-	Proposed Date of Relieving:-
Registrar	

The Registrar
PCE/PIET/PGI, Jaipur

Dated:

Employee ID: _____
Department : _____

Subject: Submission of Resignation from services/ Inter Institute Transfer

Sir/Mam,

I, hereby tender my resignation/Transfer from service on account of
[Please mention reason] w.e.f. [Mention date]. It is also informed that my date of joining at Poornima was
You may consider my resignation as one month notice/request for relieving me immediately [Please strike off, which is not applicable]
Name..... Designation..... Mobile No.....
Residential Address..... E-mail@poornima.org

Signature of Applicant

Intimation of resignation given well in time Yes/No		Registrar																																																								
S. No.	Authority	Issues / Department	Dues [Write amount / Material] / No Dues														Name & Signature																																									
1.	Administrative Department	a) Mobile/SIM [Registrar]																																																								
		b) I. Card [Registrar]																																																								
		c) Store Department [Mr. Hariom Jangir]																																																								
		d) Provision store [Mr. Hariom Jangir]																																																								
		e) Dress [Mr. Hariom Jangir]																																																								
		f) Transport office [Mr. B. P. Yadav]																																																								
		g) Hostel [Warden G/B]																																																								
		h) Library [Librarian]																																																								
		i) Mess/Canteen [Mr. Praveen Singhvi]																																																								
		j) Laptop/Computer accessories [Network Administrator]																																																								
		k) E mail address closed [Network Administrator]																																																								
		l) Secrecy & Exam. cell (Answer books/Midterm Question paper / student attendance submission & clearance)																																																								
		l) Attendance status of month of.....	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>WD</td><td>L</td><td>A</td><td>H</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td> </tr> </table>														1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	WD	L	A	H	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
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16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																											
2.	HOD	A. Department Library																																																								
		B. Deptt. Labs / Studio i) ii)																																																								
		C. i) Charge handing over of Academic/other Documents with name of faculty/person to whom handed over ii) Faculty Diary/Lecture notes/Files deposited to HOD Approved the proper handing over of various duties/charge																																																								
3.	Dean	Approved the proper handing over of various duties/charge																																																								



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4.	Outcome of the Exit Interview:	
	<hr/> <hr/> <hr/> <hr/> <hr/>	
	HOD	
5.	RECOMMENDED for relieving immediately / on (write date) <input type="checkbox"/> with one month salary deduction / <input type="checkbox"/> without one month salary deduction [Please tick]	
	Campus Director	
6.	NO DUES / DUES CONFIRMATION FORM	
	<p style="text-align: right;">Dated: _____</p> Mr./Ms. _____ Designation _____ of (Deptt.) has submitted application for resignation from services, w.e.f. _____. The same has been approved by the authorities. You are requested to issue No Dues / Dues Certificate for settlement of claims.	
	Registrar	
7.	ACCOUNTS OFFICER	To submit account sheet of final settlement considering above to HR Department
	Claim settled & relieved and certificate of experience issued by Registrar Office YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Received certificate of experience & claim settled and closed	
	Signature of Applicant	