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# POORNIMA GROUP

Achieving Excellence Together

# E9

## NO DUES FORM

4.	<b>Outcome of the Exit Interview:</b>  <hr/> <hr/> <hr/> <hr/> <p style="text-align: right;"><b>HOD</b></p>						
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]  <p style="text-align: right;"><b>Campus Director</b></p>						
6.	<b>NO DUES / DUES CONFIRMATION FORM</b>						
	Dated: _____ 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.  <p style="text-align: right;"><b>Registrar</b></p>						
7.	<table border="1" style="width: 100%;"><tr><td style="width: 30%;">ACCOUNTS OFFICER</td><td>To submit account sheet of final settlement considering above to HR Department</td></tr><tr><td colspan="2">Claim settled &amp; relieved and certificate of experience issued by Registrar Office YES <input type="checkbox"/> NO <input type="checkbox"/></td></tr><tr><td colspan="2">Received certificate of experience &amp; claim settled and closed</td></tr></table> <p style="text-align: right;"><b>Signature of Applicant</b></p>	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	
ACCOUNTS OFFICER	To submit account sheet of final settlement considering above to HR Department						
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