

3 Decades • 8 Institutions • 45000 Alumni Worldwide • 12000+ Students • 1200+ Faculty & Staff

POORNIMA GROUP Achieving Excellence Together



No Dues Form

Iss	ued on:-	Proposed Date of Relieving:-																		
																		F	Regis	trar
	Legistrar PIET/PGI, Jaipur]								Employee ID:										
[Pleas You m Name	se mention reason] nay consider my re	Subject: Submissio hereby w.e.f[M signation as one month no	tend lentice/	der m on da requ	y res te]. I est fo	ignation t is also in or relieving Des	/Trannform	nsfer ned to e imn	from hat m nedia	n serv ny dat ately	ice of te of [Plea	on ac join: ase s	coun ing a trike l	t of . t Poo off, v Mobi	rnin whic ile N	na wa ch is n	ıs ıot ap	plic	able]]
Intir	nation of resigna	ntion given well in time	Ve	s/No												Sign	ature			
S. No.	Authority		Issues / Department							Dues [Write amount / Material] / No Dues						Registrar Name & Signature				
1.	Administrative Department	a) Mobile/SIM [Regist b) I. Card [Registrar] c) Store Department [M d) Provision store [Mr. e) Dress [Mr. Hariom J f) Transport office [Mr g) Hostel [Warden G/B h) Library [Librarian] i) Mess/Canteen [Mr. I j) Laptop/Computer ac k) E mail address close l) Secrecy & Exam. ce paper / student attend l) Attendance status of month of	Mr. H. Hari angii : B. F.] Prave ccess d [Ne	een S ories onswee sub	ingh [Nerk Acer book	vi] twork Ac	tor] erm earan	Ques		9 24	10 25	11 26	12 27	13 28			WD 31		A	Н
2.	HOD	A. Department Library B. Deptt. Labs / Studio i) ii) C. i) Charge handing of with name of faculty Diary/Le	over	erso	n to v	whom ha	nded	over												

Approved the proper handing over of various

Approved the proper handing over of various duties/charge

duties/charge

3.

Dean



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E9

No Dues Form

4.	Outcome of the Exit Interview:								
	HOD								
5.	RECOMMENDED for relieving immediately / on (write date)								
	with one month salary deduction / without one month salary deduction [Please tick]								
	Campus Director								
6.	NO DUES / DUES CONFIRMATION FORM								
	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.								
	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 NO								
	Received certificate of experience & claim settled and closed								
	Signature of Applicant								