



NO DUES FORM

Issued on:-	Proposed Date of Relieving:-
Registrar	

The Registrar
PCE/PIET, 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/I-Card [Registrar]																																																												
		b) Store [Mr. Hariom Jangid]																																																												
		c) Central Staff Uniform [Mr. Hariom Jangid]																																																												
		d) Transport Office [Mr. B.P. Yadav]																																																												
		e) Hostel [Warden G/B]																																																												
		f) Library [Librarian]																																																												
		g) Mess/Canteen																																																												
		h) Laptop/Computer accessories [Network Admin]																																																												
		i) E mail ID & TCS ID closed [Network Admin]																																																												
		j) Secrecy & Exam. cell (Answer books/Midterm Question paper / student attendance submission & clearance)																																																												
		l) Attendance status of month of.....																																																												
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2.	HOD/Dean	A. Department Library																																																												
		B. Deptt. Labs / Studio																																																												
		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																																																												
D. Approved the proper handing over of various duties/charge																																																														

