



## NO DUES FORM

Issued on:-	Proposed Date of Relieving:-				
	Registrar				
The Registrar	Dated:				
PCE/PIET, Jaipur	Employee ID:				
	Department :				
Subject: Submission of Resign	ation from services/ Inter Institute Transfer				
Sir/Mam,					
Please mention reason] w.e.f					
You may consider my resignation as one month notice/request for relieving me immediately [Please strike off, which is not applicable]					
Name.	Designation				
Residential Address					

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			
	a) Mobile/SIM/I-Card [Registrar]						
		b) Store [Mr. Hariom Jangid]					
		c) Central Staff Uniform [Mr. Hariom Jan	ngid]				
		d) Transport Office [Mr. B.P. Yadav]					
		e) Hostel [Warden G/B]					
		f) Library [Librarian]					
1	Administrative	g) Mess/Canteen					
1.	Administrative Department	h) Laptop/Computer accessories [Netwo	rk Admin]				
		i) E mail ID & TCS ID closed [Network]	Admin]				
		j) Secrecy & Exam. cell (Answer books, paper / student attendance submission					
		1 2 3 4   1) Attendance status 1 1	5 6 7 8	9 10 11 12 13 14	15 WD L A H		
		of month of 16 17 18 19	20 21 22 23	24 25 26 27 28 29	30 31		
		A. Department Library					
		B. Deptt. Labs/Studio					
		i) ii)					
2.	HOD/Dean	C. i) Charge handing over of Academic. with name of faculty/person to who					
		ii) Faculty Diary/Lecture notes/Files	deposited to HOD				
		Approved the proper handing duties/charge	over of various				
D. Approved the proper handing over			over of various				
		duties/charge					

Eg





Eg

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4.	Outcome of the Exit Interview:					
			HOD / Dean			
5.	RECOMMENDED for relieving immediately / on (write date)					
	with one month salary deduction /	without one month salary deduc	ction [Please tick]			
			Head of Institution			
			Head of Institution			
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			
	ACCOUNTS OFFICER					
7.	No dues form received on	from the registrar				
8.	All claims settled and paid on	by central finance of	ffice			
9.	Received certificate of experience & claim settled and closed on					
			Signature of Applicant			