



## NO DUES FORM

### Format for Resignation from Service/Transfer to Poornima Foundation

The Registrar Dated: \_\_\_\_\_  
 Campus : \_\_\_\_\_ Employee Code : \_\_\_\_\_

**Subject: Submission of Resignation from service/Transfer to Poornima Foundation**

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.....  
 Residential Address..... Mobile No.....

Signature of Applicant

Intimation of resignation given well in time Yes/No															Registrar						
S. No.	Authority	Issues	Dues [Write amount / Material / No Dues]												Sig. & Name of signing authority						
1.	<b>Administrative Department</b>	a) Mobile/SIM [Mr. Mithlesh Sharma]																			
		b) Dress [Mr. Hariom Jangid]																			
		c) Store [Mr. Hariom Jangid]																			
		d) Transport [Mr. B.P. Yadav]																			
		e) I. Card [Registrar Office]																			
		f) Hostel [Chief Warden G/B]																			
		g) Library [Librarian]																			
		h) Mess/Canteen [Mr. Praveen Singhvi]																			
		i) Provision store [Mr. Udit 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.....		1	2	3	4	5	6	7	8	9	10	11					12	13	14
		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
2.	<b>HOD</b>	A. Department Library																			
		B. Deptt. labs																			
		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.	<b>Dean</b>	Approved the proper handing over of various duties/charge																			



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4.	Outcome of the Exit Interview by Director/Dean/HoD		<b>Signature of Director/Dean/HoD</b>
5.	APPROVED for relieving on..... / immediately with one month salary deduction / immediately without deduction [Please tick or write date]		<b>Signature of Director/Dean/HoD</b>
6.	<b>NO DUES / DUES CONFIRMATION FORM</b>		
	<p style="text-align: right;">Dated: _____</p> <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.</p>		<b>Registrar</b>
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		<b>Signature of Applicant</b>