|  |  |  |  |
| --- | --- | --- | --- |
| **Employee ID No.** |  | **Date of Joining** |  |
| **Employee Name** |  | **Designation** |  |
| **Father’s Name** |  | **Department** |  |
| **Employee Type** | **(Civil/ Institutional / MTI-Employee)** | | |
| **Reason**  *(Resignation/Transfer/Retirement)* |  | **Cell No #** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.NO | Department | Name of In-charge | | | Designation | Signature |
|  | Place of Duty/Own Department |  | | |  |  |
|  | Notice period confirmation by Head of Department:  Start Date: \_\_\_\_ /\_\_\_\_ /\_\_\_\_  End Date: \_\_\_\_ /\_\_\_\_ /\_\_\_\_ |  | | |  |  |
|  | Security |  | | |  |  |
|  | Provost   1. Hostel resident / non resident 2. Hostel Name \_\_\_\_\_\_\_\_\_\_\_\_ 3. Room No. \_\_\_\_\_ Vacated     **YES**  **NO**   1. Any deficiency regarding room allotted     **YES**  **NO** |  | | |  |  |
|  | Manager IT |  | | |  |  |
|  | BANK Clearance |  | | |  |  |
|  | Finance & Accounts | | | | | |
|  | 1. Detail of Loans/Outstanding dues   **YES**  **NO** | | Amount Rs. |  | |  |
| 1. Detail of Advance against Salary   **NO**  **YES** | | Amount Rs. |  | |  |
|  | Human Resource department | | | | | |
|  | 1. Status of notice period in case   **YES**  **NO**  of resignation (completed) | | | |  | |
|  | 1. Any Inquiry pending (Detail)   **NO**  **YES** | | | |  | |
| 1. Experience Certificate issue   **NO**  **YES** | | | |  | |
|  | 1. RFID Card Returned   **YES**  **NO** | | | |  | |

|  |  |
| --- | --- |
| **Superintendent HR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Manager HR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |