|  |  |  |  |
| --- | --- | --- | --- |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |