



Your Dreams Our Goal

POORNIMA

UNIVERSITY



Member of Association of Indian Universities & Approved by UGC (Govt. of India) under 2(f) & 12(B)

NO DUES FORM

Issued on:- 	Proposed Date of Relieving:-
Asst. Registrar (HR)	

The Registrar
Poornima University, Jaipur

Dated:

Employee Code : _____

Department : _____

Subject: Submission of Resignation from service/Transfer to Poornima Group

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														Asst. Registrar (HR)								
S. No.	Authority	Issues / Department	Dues [Write amount / Material] / No Dues											Name & Signature								
1.	Administrative Department	a) Mobile/SIM [Asst. Registrar, HR]																				
		b) I. Card [Asst. Registrar, HR]																				
		c) Store Department																				
		d) Provision store																				
		e) Dress																				
		f) Transport office																				
		g) Hostel [Warden G/B]																				
		h) Library [Librarian]																				
		i) Mess/Canteen																				
		j) Laptop/Computer accessories																				
		k) E mail address closed																				
		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	15	WD	L	A
			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
2.	HOD	A. Department Library																				
		B. Deptt. Labs / Studio i) ii)																				
		C. 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.	Dean	Approved the proper handing over of various duties/charge																				



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4.	<p>RECOMMENDED for relieving on...../</p> <p>Outcome of the Exit Interview: <input type="checkbox"/> immediately with one month salary deduction / <input type="checkbox"/> immediately without deduction</p> <p style="text-align: right;">[Please tick or write date]</p> <p style="display: flex; justify-content: space-between;">HOD Dean Pro-President</p>						
5.	<p>APPROVED for relieving</p> <p style="text-align: right;">President, PU</p>						
6.	<p style="text-align: center;">NO DUES / DUES CONFIRMATION FORM</p> <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> <p style="text-align: right;">Registrar</p>						
7.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">ACCOUNTS OFFICER</td> <td style="padding: 5px;">To submit account sheet of final settlement considering above to HR Department</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <p>Claim settled & relieved and certificate of experience issued by Registrar Office YES <input type="checkbox"/> NO <input type="checkbox"/></p> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <p>Received certificate of experience & claim settled and closed</p> <p style="text-align: right;">Signature of Applicant</p> </td> </tr> </table>	ACCOUNTS OFFICER	To submit account sheet of final settlement considering above to HR Department	<p>Claim settled & relieved and certificate of experience issued by Registrar Office YES <input type="checkbox"/> NO <input type="checkbox"/></p>		<p>Received certificate of experience & claim settled and closed</p> <p style="text-align: right;">Signature of Applicant</p>	
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