**NO DUE CLEARANC FORM FOR STAFF**

**Name ………………………… ………. Designation ……………………………………..**

**EID.......................................................CID …………………………………………………**

**Reason for Leaving the college …………………………………………………………….**

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| --- | --- | --- | --- |
| **SL No.** | **Department** | **Signature** | **Remarks** |
| **1** | Dean of Academics Affairs |  |  |
| **2** | Dean of Research |  |  |
| 3 | Concerned Head of Department |  |  |
| 4 | Finance Section |  |  |
| 5 | CNR Welfare Secretary |  |  |
| 6 | Main Store (In-charge) |  |  |
| 7 | ICT Section head |  |  |
| 8 | Farm Manager |  |  |
| 9 | Laboratory In-charge |  |  |
| 10 | Library Section |  |  |
| 11 | Maintenance Cell (Head) |  |  |
| 12 | AD Focal Person |  |  |
| 13 | Adm Officer |  |  |

A staff member should attach a copy of the handover/takeover document with concerned officials when submitting the form to the administrative section.

**Final Approval by President Date:**