



R&D AD-10

Resignation Form

1. Name & Employee Code of the Staff
2. Mobile Number & Office Phone
3. Designation
4. Department
5. Project /Consultancy No.
6. Reason for Resignation
7. Date of Joining
8. Date of Relieving
9. Last Salary Drawn up to
(To be verified from R&D Section)

(Signature of the Employee with Date)

Note: It is obligatory to give one month's notice. However, on the recommendations of PI, the notice period is relaxable with the approval of Dean (R&D).

PI/CI has a right to terminate appointment with a notice of one month depending upon the performance or conduct of the candidate. Candidates too may resign from the post by giving one month notice or salary in lieu of the notice period.

10. Recommendations and comments of PI:

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(Whether resignation accepted / not accepted)

(Name & Signature of PI)

Dealing Asst. (R&D)

AR /DR (R&D)

Dean (R&D)