



CHECKLIST FOR NO DUES AT THE TIME OF RESIGNATION

NAME OF EMPLOYEE : EMPLOYEE NO : DESIGNATION : DEPARTMENT : PLACE OF POSTING: DATE OF JOINING : DATE OF RESIGNATION :	
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PARTICULARS	DEPARTEMENT	REMARKS AND SIGNATURE WITH NAME AND DESIGNATION OF PERSON RECEIVING THE PARTICULAR ITEM
LAPTOP (If issued)	IT DEPT.	
COMPANY VEHICLE with completed logbook (If allotted)	Controlling authority	
SURRENDER OF QUARTER (IF PROVIDED)	Civil dept./Controlling Authority	
CUG SIM	Controlling Authority/ Nodal Officer(CUG sim)	
IDENTITY CARD	Issuing Office	
KEYS/ FILES / PASSWORDS	Controlling Authority	
CUG SIM bill amount pending	Account Officer(CEC cell)	
Recovery against tour advance/ salary dues / LWP/ GTIS	Controlling Authority	
FUTURE CORRESPONDENCE ADDRESS MOBILE NO. LAND LINE NO. EMAIL ID		

DATE :

PLACE :

Signature of employee

Signature and seal of Controlling Authority

**Instructions:**

- Employee/ Officer applying for acceptance of resignation should submit the no dues check list (duly signed by respective authority) on or before effective resignation date.
- Please mention in remarks if any of the above formalities have not been fulfilled.