



Re-Accredited 'B++' 2.86 CGPA by NAAC

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

**વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી**

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલ્લા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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## **EXIT FORM**

### **Employee Details (To be filled-in by concerned employee)**

Name of the Employee: \_\_\_\_\_

Type of Employee: (Contract based/Per hour contract/Daily wager) [Teaching & Non-Teaching]: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

Mobile No.:(1) \_\_\_\_\_, (2) \_\_\_\_\_

Family Mobile No.:(1) \_\_\_\_\_, (2) \_\_\_\_\_

Current Residential Address (Full): \_\_\_\_\_

Last Working Section /Department: \_\_\_\_\_

Sub Section: \_\_\_\_\_ Designation: \_\_\_\_\_

Date of Joining: \_\_\_/\_\_\_/\_\_\_\_, Date of resignation: \_\_\_/\_\_\_/20\_\_\_\_,

Employee ID: \_\_\_\_\_

Notice period served: \_\_\_\_\_ days. Date of leaving: \_\_\_\_\_

Submission of Gadgets/equipment (If any): \_\_\_\_\_

Submission of keys (If any): \_\_\_\_\_

Submission of ID Card:  Yes  No - ID No. \_\_\_\_\_

University Email Address: \_\_\_\_\_ Password: \_\_\_\_\_

Internet ID: \_\_\_\_\_ Password: \_\_\_\_\_

HRMS ID: \_\_\_\_\_ Password: \_\_\_\_\_

Reason for Leaving: (Please Tick)

a) Better opportunity

b) Location issue

c) Salary/Incentive issue

d) Other: \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
**Name & Signature**

**For Office Use Only**

**NOC / Clearance from various section/department**

**1. Computer Centre**

**Assets**

**Status**

- Laptop Returned / Not returned / NA
- Other Assets: \_\_\_\_\_ Returned / Not returned / NA

**User IDs**

**Status**

- |                       | Enable                   | Disable                  | NA                       |
|-----------------------|--------------------------|--------------------------|--------------------------|
| • Email ID 1: _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Email ID 2: _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Internet ID: _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • HRMS ID: _____      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Any other ID: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**NOC with objection**

**Yes / No**

**NOC without objection**

**Yes / No**

**Date : \_\_\_\_\_**

**Signature of Head : \_\_\_\_\_**

**2. Account Section**

**Particulars**

**Status**

- Outstanding/Unpaid Salary Paid/ to be paid/NA
- EPF Paid/ to be paid /NA
- Advances Deposited / to be Deposited / NA

**NOC with objection**

**Yes / No**

**NOC without objection**

**Yes / No**

**Date : \_\_\_\_\_**

**Signature of Head : \_\_\_\_\_**

### 3. Central Library

- Books Returned / Not returned / NA
- Identity Card Returned / Not returned / NA
- NOC with objection** Yes / No
- NOC without objection** Yes / No

Date : \_\_\_\_\_

Signature of Head : \_\_\_\_\_

### 4. Legal Cell

- Legal case lodged(In University) Yes / No / NA
- NOC with objection** Yes / No
- NOC without objection** Yes / No

Date : \_\_\_\_\_

Signature of Head : \_\_\_\_\_

### 5. Concern Section/Department

- Advances Deposited / Not Deposited / NA
- Books Returned / Not returned/ NA
- Laptop/Equipment Returned / Not returned/ NA
- Submission of keys (If any): \_\_\_\_\_
- Charge Handed over to \_\_\_\_\_
- NOC with objection** Yes / No
- NOC without objection** Yes / No

Date : \_\_\_\_\_

Signature of Head : \_\_\_\_\_

### 6. General Administration Section

- Inquiry instituted Yes / No
  - If yes Completed/Continue
- Advance Leave availed Yes / No / NA
  - if yes
- Identity Card Returned/Not returned / NA
- NOC of all Section/Department Yes / No

**Final NOC**

Yes / No

Date : \_\_\_\_\_

\_\_\_\_\_  
**Name & Signature**