

STAFF NO DUES CERTIFICATE

As the following undersigned staff is going to resign this college. He / She has no dues / books / tools are pending with him / her.

Full Name of Staff : _____

Department & Designation : _____

| Sr. No | Department / Section | Remark / Hand Over to | Signature of Receiver |
|--------|---|---|-----------------------|
| 1 | (A) Course File 1. 2. | | |
| | (B) Staff File | | |
| | (C) Cancellor File | | |
| | (D) Student BioData /Grade Card etc | | |
| | (E) Cupboard Keys / College Stamp etc | | |
| | (F) Other Charges Forum, Exam, Module, NSS, RAWE, Computer etc | | |
| | (G) Laboratory Charge : Dead Stock, Consumable Reg & CBEA Report etc | | |
| | (H) All Email ID & Password related to college work. | | |
| | Co-Ordinator (BSc Agri.) Mr. R. R. Patil | All above hand over to respective staff mentioned above. | |
| 2 | (A) Course File 1. 2. | | |
| | (B) Staff File | | |
| | (C) Cancellor File | | |
| | (D) Student BioData /Grade Card etc | | |
| | (E) Cupboard Keys / College Stamp etc | | |
| | (F) Other Charges Forum, Exam, Module, NSS, RAWE, Computer etc | | |
| | (G) Laboratory Charge : Dead Stock, Consumable Reg & CBEA Report etc | | |
| | (H) All Email ID & Password related to college work. | | |
| | Co-Ordinator (B.Tech. Agri. Engg) Mr. P.D. Ukey | | |
| 3 | Accounts (Mr. D. M. Patil) | | |
| 4 | Academic / Store (Mr. U. S. Mane)) | | |
| 5 | Library (Mr S. S. Yerudkar) | | |
| 6 | Establishment (Mr. R. P. Shinde) | | |

Signature of Staff

Principal