

CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS, LUCKNOW

(Form to be completed by JRF/SRF/RA/SRA/PA/RI before leaving the fellowship/expiry of tenure.)

Dr./Shri/Mrs./Ms. _____ is to be relieved of his/her duties from CIMAP on _____ on his/her resignation/transfer/on long leave/expiry of tenure/ Completion of Project Code _____.

SECTION OFFICER

Dated: _____

1. Name: _____

Designation: _____

2. Has the Officer under whom the person concerned is working any objection to relieve his/her? If so, when can be conveniently relieved.

1- No objection may be relieved w.e.f. _____

2- If no, please give reason

3. All technical notes, reports, data sheets, copy of thesis, papers relating to the work of Dr./Mr./Mrs./Km. _____ have been handed over by him/her to the Supervisor, Dr. _____

Signature of the Supervisor with date

Signature of the Head of Section with date

4. There is nothing outstanding on his personal inventory of Stores (only for SRF/ JRF/RA).

Stores & Purchase Officer

5. No Book or any other publication from the Library is outstanding:

Librarian

Officer-in-Charge, Library

6. No demand on account of Identity Card.

He/She has submitted/not submitted I.Card

Dealing Asstt.

Section Officer

7. No demand on account of Dispensary Card. (only for SRF/ JRF/RA).

He/She has submitted/not submitted Dispensary Card.

Dealing Asstt.

Section Officer

8. No demand on account of License Fee/Hostel Rent/Guest house charges/Water/Electric charges etc.in respect of Quarter/Hostel No.
9. Taken over charge of the Hostel No. _____ in good condition from _____ except as per note attached.

Colony Incharge/ Exe.. /S..Engineer/Hostel Warden/SO(G)

10. No advance of money/recovery outstanding.

BILL Section

Cashier

DDO

11. Nothing is outstanding against him/her except:

Section Officer (F&A)

Finance & Accounts Officer

12. Nothing is outstanding as per security records.

Sr. Security Asst.

Security Officer

Address of the applicant for future correspondence: _____

Signature of applicant : _____

The no demand certificate may be accepted.

SECTION OFFICER
Dt. _____

ADMINISTRATIVE OFFICER/C.O.A
Dt. _____