



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