

NAJATH COLLEGE OF SCIENCE & TECHNOLOGY, KARUVARAKUNDU

Data Sheet to submit along with Long Leave/ Resignation Letter

Basic Data		
Name		
Designation		
Faculty ID	Date of Resignation:	
Library Section		
Lab Section		
Finance Section		
Performed Responsibilities at the time of Resignation		
1.	6.	
2.	7.	
3.	8.	
4.	9.	
5.	10.	
Details of Documents/ Items/ Gadgets to hand over at the time of Resignation		
Particulars	Name of Faculty received	Sign & Date
Remarks & Sign of immediate reporting authority		

OFFICE USE

Remarks if any :

Experience Certificate :

Reason of Resignation :

Return of ID card :

Verified by

Permission by

Office Superintendent

Principal

Date: