

# National University

of Computer & Emerging Sciences

## RESIGNATION PROFORMA

<b>EMPLOYEE PROFILE</b> (To be filled by Campus HR)					
Emp Name		Emp ID			
Campus		DOJ			
Designation		Department			
Reporting Officer (RO) Name		RO Department			
Advance Notice Given		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Reason of Resignation					
Is Resignation submitted during leave?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Leave Balance before proceeding on leave		Casual		Earned	
Leave period		From		To	
Leave Balance at the time of resignation (NUMUN)		Casual		Earned	
HR Officer Name			Signature		
Date					
Attachment		Employee application (Signed) with supporting documents			
<b>**For Official Use Only**</b>					
<b>Reporting Officer</b>	Remarks				
	Name:			Signature	
	Date				
<b>Academics</b>	Results	Submitted	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	Paper/Re-Checking	Submitted	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	Name	Date	Signature		
<b>IT</b>	Laptop & Accessories	Returned	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	Desktop & Accessories	Returned	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	Name	Date	Signature		

<b>Accounts</b>				Amount (Rs)
	Advance Salary	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	Allowances	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	Accounts Recv.	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	Laptop Loan	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	Name	Date	Signature	
<b>HR (Campus)</b>	Remarks (Ref: HR Manual)	Clause	Sub-Clause	Contents
	Recommendation			
	Date		Name	
			Designation	
			Signature	
<b>Director</b>	Recommended <input type="checkbox"/>		Not Recommended <input type="checkbox"/>	
	Reason for Refusal (If any)			
	Date		Signature	
<b>NUCES-HQ (HR)</b>	Recommendation			
	Date		Name	
			Designation	
			Signature	
<b>RECTOR</b>	Approved <input type="checkbox"/>		Not Approved <input type="checkbox"/>	
	Reason for Refusal (If any)			
	Date		Signature	
<b>NUMUN Updated by</b>	Date		Signature	