



# SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

Gurgaon-Farukhnagar Road, Village: Budhera, Distt. Gurgaon (HR)-122505  
Ph:-0124-2278233, Fax: 0124-2278232

**NO DUES FORM: NO MATERIAL TO BE ISSUED AFTER SIGNING THIS FORM**

EMPLOYEE CODE:	EMPLOYEE NAME:
LOCATION :	DEPARTMENT/FACULTY:
DATE OF JOINING:	DATE OF RESIGNATION :
LAST WORKING DATE:	CONTACT NO:
REPORTING OFFICER SIGNATURE:	HOD'S SIGNATURE:
To be relieved immediately <input type="checkbox"/>	To be relieved after serving the notice period <input type="checkbox"/>

## 1. Department / HOD

	Details	Name & Sign of Reporting Manager		Sign & Stamp of Concerned HOD:
List of documents handed over				
List of Assets handed over				

## 2. Administration

	Surrendered / Deactivated	Authorized Person Name & Signatory		Sign & Stamp of Administrative HEAD:
Transport	Bus Pass Submitted (Y/N) _____			
Library	Library Card Submitted (Y/N) _____			
Mess				
Security				

## 3. Stores:

Sno	Name of the Asset	Details of the Assets	Authorized Person Name & Signatory		Sign & Stamp of HEAD Stores:
1					
2					
3					

## 4. Information Technology:

Sno	Details	Surrendered / Deactivated	Authorized Person Name & Signatory		Sign & Stamp of IT HEAD :
1	Desktop / Laptop returned				
2	PEN Drive / USB returned				
3	Deactivation of official ID				



# SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

Gurgaon-Farukhnagar Road, Village: Budhera, Distt. Gurgaon (HR)-122505

Ph:-0124-2278233, Fax: 0124-2278232

**NO DUES FORM: NO MATERIAL TO BE ISSUED AFTER SIGNING THIS FORM**

## 5. Online Platforms

Sno	Details of the online platforms	Deactivated (Y/N)	Authorized Person Name	Authorized Person Signature
1	Deactivation from University official Website			
2	Deactivation of ID for online teaching from 'Microsoft Teams' or any other platform			

## 6. Research Related work

Sno	Details of any ongoing Research Related work / Project / Patent etc	Current Status	Details of related documents attached	Authorized Person Signature (PVC – Research)
1				

## 7. OPTIONAL - For Campus Residents only:

Deductions	Final Reading / Amount	Date of reading / Amount noted	Authorized Person Name & Signatory		Sign & Stamp of Administrative HEAD :
Electricity					
Maintenance					
Accommodation					

## 8. Finance & Accounts:

Sno	Details of Recovery	Amount	Authorized Person Name & Signatory		Sign & Stamp of C.F.A.O. :
1	Advance				
2	TDS				

## 9. Human Resource:

	Surrendered	Authorized Person Name & Signatory		Sign & Stamp of HR HEAD :
Notice Pay Recovery				
ID Card				
Visiting Cards				
SIM Card				
Handset				
Deactivation of ERP ID				



# SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

Gurgaon-Farukhnagar Road, Village: Budhera, Distt. Gurgaon (HR)-122505

Ph:-0124-2278233, Fax: 0124-2278232

**NO DUES FORM: NO MATERIAL TO BE ISSUED AFTER SIGNING THIS FORM**

---

## 10. Self-Declaration:

- I hereby agree and acknowledge that all Property (including but not limited to copyrights, designs, trademarks, patents, logos) whatsoever in my possession or created by me for SGT University during the course of my employment with SGT University are exclusive property of SGT University and I shall not, at any time, assert or claim any right or interest thereto. I also agree that if proof of investment is not given at the time of final settlement of dues, the entire income will be taken as taxable.
- I Also declare that I have exit myself from all official Whatsapp groups which were created by the university officials for official communication and also handover my duties regarding the same to my colleague after consultation of my reporting HOD/ Dean.
- Full Address & Personal mail ID for communication for all future correspondence.

(Signature of the Employee)

Date



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
GURGAON, DELHI-NCR  
(Established by the Haryana Act No.8 of 2013)

## Handing Over Note (Add supplement sheets wherever required)

**Purpose:** All employees are required to fill the below form during their No Dues in case of resignation to ensure smooth running of operations in their department.

From(Name):	To(Name):
EMP ID:	EMP ID:
Department:	Department:
Designation:	Designation:
DOJ:	DOJ:
Date of Relieving:	

### A. Details of Responsibilities Handed Over (Details of Important Tasks) Hard Copies/Soft Copies

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....

### B. Details of important matters pending

(Correspondence, short note of the present status and future course of action)

Details of Correspondence	Short Note	Present Status	Future Course of Action

### C. Details of Research Related Work Handed Over

S.NO.	Details of any Research / Project / Patent related work in progress	Status at the time of handing over	Details of related documents attached

**D. Details of Files / Keys / Other Material Handed Over**

S.NO.	Description	Qty	Remarks

I, Mr/Ms/Mrs/Dr....., hereby handed over the above documents / files / tasks etc., pertaining to all my assignments, without any exception:

Signature (Handed over by)

I have fully understood the job assignments/ processes and have taken over all the relevant documents / files / source codes, etc. from Mr/Ms/Dr.....and am in a position to handle above Assignments without any assistance.

Signature (Taken over by)

In presence of (Dean/HOD)