

Page No. 1
9,7E, A-10 Cr.
0 Cr.
0 Cr.
0 Cr.
0 Cr.
0 Cr.
0 Cr.

National Institute of Electronics & Information Technology, Shimla

SECURITY REFUND FORM

Emp. Name _____ Emp. Code

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Father's Name _____ Designation _____

Address: _____

Mobile No.

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 SBI/PNB A/c _____

Department _____

Date of Joining

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Reason for refund of Security 1. Resigned

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 2. Contract Expired

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1. 15 Days Prior Notice Date

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2. Date of Submission of Resignation

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3. Date of Relieving from Department

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Documents Required:

- 1) Copy of 15 days Prior Intimation Letter duly signed by Officer with Stamp.
- 2) Copy of Resignation Letter duly signed by Officer with Stamp.
- 3) Copy of Bank Passbook.

Date: _____

(Signature of Employee)

NO OBJECTION CERTIFICATE

Certified that nothing is due against Mr./Ms. _____ who has joined as _____ on dated _____ and relieved on dated _____

Date: _____

(Signature of the Officer/Incharge with Stamp)

(OFFICE USE ONLY)

Security amount deducted Rs. _____ vide Voucher No. _____ Date _____

Notice Period (15 days) completed : Yes _____ No _____

Notice Period Short fall (if No): Number of days _____ Amount Rs. _____

Passed for Refund of Security Amount Rs. _____ (Rupees _____)

(Accounts)

(Deputy Director)

(Director)