



सीएसआईआर- कोशिकीय एवं आणविक जीवविज्ञान केन्द्र, हैदराबाद

CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY, HYDERABAD-500007

NO DUES format for project personnel at the time of leaving CCMB

Name :	Purpose of NDC : Resignation / Completion of Tenure	
Designation :	Date of Joining :	(FN/AN)
Staff No.:	Date of Leaving :	(FN/AN) (resignation date must be a working day)
Address for future communication:	Mobile No.:	Email:
Project Code No.:	Signature of Candidate :	
1. Nothing is due to the Section	Signature of Project Investigator:	
2. Bills Section	Drawing & Disbursing Officer :	
3. No dues on account of any advance	F.A.O. / Co.F.A. :	
4. No books or any other Publication etc. outstanding	In-charge Library :	
5. <u>Nothing outstanding in</u>		
a) Central Tissue Culture Facility	Head, Tissue Culture Facility :	
b) TLD Card/Badge returned	Radiation Safety Officer :	
c) LTS Group/Division	In-charge - LTS :	
d) Canteen	In-charge – Canteen :	
6. Returning of ID card	Security Officer :	
7. State Bank of India	Branch Manager :	
8. IT Group/Division	Head-IT :	
9. PME Group/Division (applicable for DBT-RA / CSIR-RA / Project Investigator / Women Scientist etc.)	Head-PME :	
10. Council Accommodation: Staff Quarter/Hostel No._____ will be/was vacated and given possession on _____		
a) Dues outstanding on account of rent, water, electricity etc. Rs._____		
b) Taken-over the charge of Council accommodation in good condition on _____. All fixtures etc. are available and there is no recovery on that score.		
	In-charge Staff Qtrs/Hostel	
11. General Section :	Dealing Asst.	Section Officer
There being nothing outstanding against the name of Dr/Mr/Ms_____ he/she may be relieved from this Centre w.e.f._____.		

A.O. / C.O.A.