

**KUNJALI MARAKKAR SCHOOL OF MARINE ENGINEERING  
CUSAT, KOCHI - 22**

**PROFORMA FOR RELIEVING CONTRACT FACULTY MEMBERS**

1. Name of the Faculty Member :
2. Official Address :
3. Residential Address :
4. Address for communication & Phone No. :
5. Date of Joining in the University Service and period of contract sanctioned :
6. Whether residing in the University Hostel/Quarters :
7. Date from which relief is requested :
8. Reason for the request for relief :
9. Do you have any dues outstanding in the University towards Advance/ Project Work/ Other Sources :
10. Declaration :

I hereby declare that all the above information furnished by me are correct in all respect and I have no dues outstanding in the Cochin University of Science and Technology. If any liability is found in the University after my relief I am willing to clear it immediately on getting the intimation from the University.

Kochi - 22

Date:

**SIGNATURE OF THE FACULTY MEMBER**

**NO DUES CERTIFICATE**

**01. KMSME LIBRARY (U.G & P.G)**

Certified that there are no dues outstanding against Sri/Smt. ....  
In this Library.

**DATE:**

**(SEAL)**

**LIBRARIAN**

**02. OFFICE**

Certified that there are no dues outstanding against Sri/Smt. ....  
In this Office and he/she has cleared all dues vide receipt No. ....Dtd. ....  
or the dues outstanding against Sri/Smt. .... are written  
on the next page.

**DATE:**

**(SEAL)**

**ASST./S.O**

**03. PAYROLL SECTION**

Certified that there are no dues outstanding against Sri/Smt .....  
In this Office and he/she has cleared all dues vide receipt No. .... Dtd.....  
or the dues outstanding against Sri/Smt. .... are written on  
the next page.

**DATE:** (SEAL) ASST./S.O/AR

**04. PROJECT CO-ORDINATOR, E-GOVERNANCE**

Certified that Sri/Smt. .... who was issued with the  
Biometric ID Card of the University has surrendered the same to this office and  
there exists no liability outstanding against Sri/Smt..... with regard  
to this Office.

**DATE:** (SEAL) PROJECT CO-ORDINATOR

**05. DIRECTOR**

Certified that there are no dues outstanding against Sri/Smt. ....  
as per my knowledge in this School.

Forwarded to the Registrar.

**DATE:** (OFFICE SEAL) DIRECTOR (SIGNATURE):  
(SEAL):