

**SCHOOL OF 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. HEAD OF THE DIVISION

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

DATE: (SEAL) **HEAD OF THE DIVISION**

02. SOE LIBRARY (U.G & P.G)

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

DATE: (SEAL) **LIBRARIAN**

03. 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/AR**

04. **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

05. **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

06. **PRINCIPAL**

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

Forwarded to the Registrar.

DATE: (OFFICE SEAL) PRINCIPAL (SIGNATURE):
(SEAL):