

CCS HARYANA AGRICULTURAL UNIVERSITY

HISAR

ORDER

No.

Dated:

The resignation tendered by Dr./Shri./Smt. _____
working as _____ on _____ is hereby accepted
with effect from _____.

HOD/Officer concerned

Endst. No.

Dated.

CCS HARYANA AGRICULTURAL UNIVERSITY

HISAR

ORDER

No.

Dated:

Consequent upon the acceptance of his/her resignation, Dr./Shri/Ms. -----
_____ is hereby relieved of his/her duties w.e.f. _____.

2. Following dues are recoverable from him/her. These would be adjusted out of the accumulation of his/ her C.P.F./GPF Account, as per rules and from his/her other dues, if any.

- i) Recovery for the period falling short of notice period of one/three months.
- ii) Recovery for the breach of the bond executed by him/her for availing study leave/leave of the kind due/undergoing training.
- iii) Recovery for the shortages of store articles. If any
- iv) Any other dues (specify).

HOD/Officer concerned

Endst. No.

Dated.

CCS HARYANA AGRICULTURAL UNIVERSITY

HISAR

ORDER

No.

Dated:

Consequent upon his/her transfer vide _____, Registrar's order Endst. No. _____ dated _____, Dr./Shri/Ms.-----
_____ is hereby relieved of his/her duties w.e.f. _____ to enable him/ her to join at _____.

He/She is directed to handover the charge of his/her post to Dr./Shri/Ms.-----
_____. He/She will however, remain liable for the articles issued to him/her and not handed over/found short.

HOD/Officer concerned

Endst. No.

Dated :