

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा. इ. सू. प्रौ. सं.), शिमला
National Institute of Electronics and Information Technology (NIELIT), Shimla

REFUND OF SECURITY OF OUTSOURCED EMPLOYEES

(PLEASE FILL IN BLOCK LETTERS)

Employee Name: EMP. Code:

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Father's Name : Designation.....

Address:

Contact No Department/Project/School Name:

Bank A/C Number Bank Name IFSC Code
(In which refundable security amount will be credited)

Security Amount

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Date of Joining

D	D	M	M	Y	Y	Y	Y
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Reason for refund of Security : 1) Resigned 2) Contract Expired
(Please tick the appropriate)

Date of submission of Resignation (if any) :

D	D	M	M	Y	Y	Y	Y
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Date of Expiry of Contract :

D	D	M	M	Y	Y	Y	Y
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Date of Relieving (From Department) :

D	D	M	M	Y	Y	Y	Y
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DOCUMENTS REQUIRED:

- 1) Copy of Appointment /Extension Letter
- 2) Copy of Resignation Letter
- 3) Copy of Relieving Letter
- 4) Copy of Bank Passbook

I certify that I have received all due salaries from NIELIT, nothing is pending.

Or

It is requested that please release my pending salary of the following months for which verified Attendance is enclosed herewith.

Date:

(Signature of Employee)

NO OBJECTION CERTIFICATE

(TO BE FILLED BY THE DEPARTMENT/PROJECT/SCHOOL)

Certified that nothing is due against Mr. /Ms. who has joined on dated He/she has submitted the notice for leaving the job on dated..... / His/her contract was expired on dated and relieved on dated

Date:

(Signature of the officer/in charge with Stamp)

(FOR NIELIT USE ONLY)

Security amount deducted vide Voucher No. Date:

Notice Period (15 days) Completed : Yes No

Notice period Shortfall of (if No) : Number of days Amount

Passed for Refund of Security Amount: (Rupees

Assistant(Accounts)

Project In charge

Head (Accounts)

Director In-Charge

Date:

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