

# INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY

(Council of Scientific & Industrial Research)

MALL ROAD, DELHI – 110 007.

**(To be filled by the official in case of transfer/ long leave/ resignation/retirement.**

**I.D. No. -----**

1. **Name:** \_\_\_\_\_ **Signature** \_\_\_\_\_
2. Division/Section Name : \_\_\_\_\_
3. **Date of joining** : \_\_\_\_\_
4. Date of Retirement/Resignation/Transfer w.e.f. : \_\_\_\_\_
5. Has the Officer under whom the person concerned **Yes/No**  
is working any objection to relieve him/her:-  
**Head of the Divn./Section.** \_\_\_\_\_
6. **Address after resignation/leave/transfer (with Phone no.)** : \_\_\_\_\_  
\_\_\_\_\_ PIN Code \_\_\_\_\_  
**Ph.** \_\_\_\_\_ **(M)** \_\_\_\_\_
7. There is nothing outstanding (non-consumable) **Store Officer** \_\_\_\_\_
8. There is nothing outstanding : **Purchase Officer** \_\_\_\_\_
9. There is no book or any other publication from the library : **Library** \_\_\_\_\_  
outstanding in his/her name:
10. No advance or money is outstanding : **Cashier** \_\_\_\_\_
11. There is no TA/DA Advance to be recovered from him/her **Bill Section** \_\_\_\_\_ DDO
12. There are no dues of CFB Club : **Secy. Staff Club.** \_\_\_\_\_
13. There are no dues to be recovered from him/her **Bill Section** \_\_\_\_\_
14. Computer Division \_\_\_\_\_
15. Thrift & Credit Society : \_\_\_\_\_
16. Occupation of council/ State Accommodation \_\_\_\_\_
17. Leased Accommodation \_\_\_\_\_
18. PME/IPR \_\_\_\_\_
19. Submission of I. Card (E-II Section) \_\_\_\_\_
20. **Account Section:**  
I. TA/DA \_\_\_\_\_  
II. Conveyance \_\_\_\_\_  
III. Festival \_\_\_\_\_  
IV. H.B.A. \_\_\_\_\_  
V. Others \_\_\_\_\_

**Finance & Account Officer**