

Resignation procedure w.e.f. 01.04.13

- 1) Utilization Certificate and Statement of Expenditure (US&SOE) till date of resignation (If date of transfer falls after 31st March, two separate UCs &SOEs required –
 - a) For whole year ending on 31st March
 - b) For period from 1st April till date of resignation)
- 2) Refund of unspent balance by the way of DD in favour of Biotech consortium India Limited payable at New Delhi or by ECS transfer
- 3) A copy of Resignation letter with date of resignation stating reason for resignation, duly forwarded through guide and Head of Institute.
- 4) A copy of Relieving Order issued from the Institute / University.
- 5) A Consolidated progress Report till date of relieving duly forwarded by guide and Head of Institute.