**Sriram institute of Marine studies**

**Village Bamnoli, Sector 28 Dwarka New Delhi 110077**

**09911486060, 9990565959,** [**info@simsnd.in**](mailto:info@simsnd.in)[**www.simsnd.in**](http://www.simsnd.in)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Out going routine of SIMS staff Date : \_\_\_\_\_\_\_\_\_\_\_\_**

**This is to state that I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departmental In charge\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Has opted to give up the above services to M/s Sriram Institute of Marine Studies New Delhi with effect from (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A letter of resignation this effect submitted to the department in charge on 16.09.2021 by me to consider the same. The following department are hereby to sign the sign clearance as no owe and dues towards me and the institute or its any officer and department.**

**Booking team\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Accounts team\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ESI\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IMS Portal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course In charge-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of Institute \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I further state that I have No dues/owes towards the institute nor shall demand in future.**

**The above is submitted in the office of the Exe director on (Date) \_\_\_\_\_\_\_\_\_\_\_\_**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank/Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Submitted to Executive Director for necessary action**