



# INDIAN INSTITUTE OF PETROLEUM AND ENERGY, VISAKHAPATNAM

<b>RESIGNATION FORM</b>	<b>Form PS- 10</b>
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1.	Name of the Project Staff	:																					
2.	Project Staff Number	:																					
3.	Mobile Number and Email	:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
4.	Designation	:																					
5.	Department	:																					
6.	Project Sanction Letter No/ Project No	:																					
7.	Reason for resignation	:																					
8.	Date and session of Joining	:	FN <input type="checkbox"/> / AN <input type="checkbox"/>																				
9.	Proposed date of Relieving	:																					

Note: It is mandatory to give one months' notice. However, on the recommendation of PI/CI, the notice period is relaxable with approval from Dean (R&D)

Signature of Candidate with date

Date of Relieving:	
Comments and Recommendation of PI/CI:	
Resignation may be Accepted / not be Accepted	
Name of PI/CI:	Signature of PI/CI with date
Signature of HoD with Date	

## FOR OFFICE USE

<b>Recommendation:</b>  <p style="text-align: center;"><b>Assoc. Dean (R&amp;D)</b></p>	<b>Approval:</b>  <p style="text-align: center;"><b>Dean (R&amp;D)</b></p>
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