



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

<b>Employee Name:</b>		<b>Employee code:</b>	
Emp. Contact no:		E-mail id:	
Department:		Reporting to:	
Date of Joining:		Date of Leaving:	

Sections	✓ Please		Initials	Remarks
	Yes	No		
<b>Employee Section</b>				
To handover files handled by him/her (List attached)				
Soft/Hard Copies (List Required)				
CDs Used				
Others				
<b>IT Section</b>				
PC/Laptop				
Pen Drive				
Internet USB				
Other				
<b>Examination Section</b>				
Examination Related Files				
<b>Estate Section</b>				
GTU Staff Quarter Allotted				
<b>Store Section</b>				
Mobile Phone/SIM Card				
Drawers/Keys/Cabinets If any				
University Car, If Any				
Others				
<b>Account Section</b>				
Final Settlement				
Advance Amount/Settlement of Advance Amount				
Others				

**Winners of: ICT Enabled University Award E-India – 2009 v Manthan Award - 2009  
V GESIA Award - 2011 V Digital Learning WES - 2011 Award**



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Sections	✓ Please		Initials	Remarks
	Yes	No		
<b>Establishment Section</b>				
ID Card				
Education Declaration, If Any				
CL Card				

This is to certify that Mr. /Ms. /Mrs. \_\_\_\_\_  
has no outstanding dues as of \_\_\_\_\_.

Name/Department	Signature	Date	Remarks
Employee Name:			
Reporting Head:			
AAO (Store & Purchase):			
AAO (Establishment):			
Estate:			
CAO /A.O. (Accounts):			
Controller of Examination/ DR Exam:			
Registrar:			

**Note:** Settlement will have to be made to the leaver only after obtaining this certificate duly approved by all concerned.

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V GESIA Award - 2011 V Digital Learning WES - 2011 Award**