

NO OBJECTION CERTIFICATE FOR RESOURCE RELIEVING

Name of the Resource	Abhilash
Designation at the time of Relieving	Asst. Manager - BO & D
Employee ID	-
Joining Date	04/08/2020
Resigned On	14/01/2021
Relieving Date	09/03/2021

S.No	Activities	Status	Checked by
1	Are system folders are cleared?		
✓ a	Server Data > Engineering > In Progress Files > Your name specific folder	Na	Sugant Sugant Sugant
✓ b	Server Data > Resource Personnel Data > Your name specific folder	Clear	
✓ 2	Is allotted computer/ laptop desktop screen clear?	Yes	
3	Are all papers related to any assignment are cleared and handed from desk?		
4	Handover of all Assets which were originally allotted to you and which were being in your use.	Yes	
	a Sim Card	X	
	b Mobile Phone	X	
✓ c	Laptop	✓	Sugant
	d Dairy		
	e Measuring Tape	X	
	f Compass	X	
	g Distometer	X	
	h Office bag	X	
	i Any other	X	
5	Handover of Day book and checking of expenses.	X	
6	Handover of i-Card, visiting card and working dairy.	X	
7 ✓	Whatever file is WIP, all the email conversation being done from your official email id regarding the same assignment (either with the bank or client) has to be forwarded to the concerned colleague and to the mentors/coordinators and inform them about same.		

5. List of open projects

S.No.	File Number	Name of Assignment	Assigned to
①	417	Sunrise Hotel Co, Gorakhpur (UP Tourism) - Paramjit	
②	620	Venus Multiplex (TEV) PNTG	See
③	621	Shanpati Agro Edyog Pvt Ltd (TEV)	Pankaj Singh
④	671	Hotel Grand Saket (TEV)	

Particulars	Name	Signature
Mentor's Approval	NA	
Coordinator's Approval	Shahid	Shahid
Reporting Manager's Approval	Paramjit Kaur	

Note:

- Resource has to submit this NOC to HR before leaving.
- Without this NOC, company will not be able to clear Full & final settlement.