



No.IIITS/Estt./2024/Staff/KPK/06/01, dt.04.06.2024

RELIEVING ORDER

Sub: Estt. – Shri K.Prasanna Kumar, Multi Skilled Intern (oncontract basis) - Relieving Orders – Issued.

Ref: Appointment Ref.No.IIITS/Estt./Staff/KPK/2023/08/01, dt.23.08.2023

As per the reference cited above, It is informed that your contract will be ended by 3rd July, 2024 with a notice period of one month and you are being relieved from your duties as Multi Skilled Intern (on contract basis) at the closing hours of 3 July, 2024. You will hand over all responsibilities duly explaining all to Mr. M.Sohelu, Assistant Manager as he will take over the current complete responsibilities from you. This process should complete by 25 June, 2024. The handing over and taking over certificate, duly signed by both of you, would also be signed by your Sr. Project Manager.

The Handing / Taking Over should be put up to the Registrar, through Mr. E VSSR Somayajulu, Manager Registrar. This should reach the Registrar by 25 June 2024.

Your full and final settlement would be cleared in the next 30 days with the Institute after receipt of No Dues Certificate duly signed from all the sections/offices of IIIT Sri City as per the rules of the Institute.

This is issued with the approval of the Competent Authority.


Registrar

Copy to

1. Shri K.Prasanna Kumar, Multi Skilled Intern
2. Shri M.Sohelu, Assistant Manager (PMC), IIIT Sri City
3. Wardens of Hostels, IIIT Sri City
4. Faculty and Staff for information please.
5. Hostel Office
6. Registrar Office
7. Personal File