

Fwd: Resigning from the post of Assistant Professor
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Subhankar Ghosh <registrar@regent.ac.in>

Wed, May 4,
2022, 3:28 PM

to me: Rana

----- Forwarded message -----

From **Saikat Mondal** <saikatm@regent.ac.in>

Date: Wed, May 4, 2022, 15:19

Subject: Resigning from the post of Assistant Professor

To: <hodcsereif@regent.ac.in>

Cc: <registrar@regent.ac.in>

To

The Registrar/HOD(CSE)

Regent Education and Research Foundation Group of Institutions

Bara kanthalia, Barrackpore
P.O. Sewli Telini Para,
Kolkata - 700121
Dist - North 24 parganas

Sub - Resigning from the post of Assistant Professor,
Computer Science & Engineering department, RERFGI

Respected Sir,

I am writing this e-mail to inform you that I am submitting my resignation from the post of Assistant Professor, Computer Science & Engineering department, RERFGI as I will be joining another institute very soon.

As per the rules of RERFGI my position exists till may 2022.

I would be highly indebted if you can process the necessary documentation regarding official clearance and generate a release letter along with the experience certificate at the earliest as possible.

Working with you and CSE department will remain a beautiful memory to me for lifetime

Sincerely
Saikat Mondal
Assistant Professor
CSE Dept., RERFGI
Barrackpore, Kolkata-700121



Registrar
Regent Education and Research
Foundation
Barrackpore, W.B.-700121



**REGENT EDUCATION & RESEARCH FOUNDATION
GROUP OF INSTITUTIONS
CLEARANCE FOR THE FACULTY & STAFF MEMEBR**

Employee Name: Saikat Mondal
 Last Designation: Asst Professor Dept: CSE
 Biometric ID : 0065 DOJ: 11/01/2012. Date of Resignation : 20/06/2022
 Present Address: Flat no-71, Akash Apartment, 4/120 J D Nagar, Belgharia, Kol-56
 E Mail: Sm0983@gmail.com Phone: 7278690571

Declaration: I hereby declare that no Institutional / departmental asset / documents / credentials/ equipments are kept with me as on date.

Date: 21/06/2022

Saikat Mondal
Applicant/ Employee

Clearance from HOD;

(All relevant documents and other college properties lying with you should be handed over to the designated authority before clearance)

S. Ghosh 22/06/2022
HOD of the
Concerned Dept.

Clearance from Administration/ Registrar;

(All relevant documents and other college properties lying with you should be handed over to the designated authority before clearance)

S. Ghosh 22/06/2022
Administration/
Registrar

Clearance from Library;

(All the college books/ journals lying with you be returned to the Library department)

S. Ghosh
Library



Clearance from HRD Section;

[N.B SIM card, ID card, Laptop, email ID, Car (in case provided) be returned to the designated official before obtaining clearance from Administration]

Bhattacharya 22-06-2022
HRD Officer/
Executive

Clearance from System ;

(All college information in the form of CD or other storage device lying with you be returned to System department before obtaining Clearance)

S. Ghosh
System Executive

Clearance from Store Department

[Uniform, stationery goods (if provided) etc. to be returned to Store Dept.]

Milton Ghosh
Stores

Clearance from Accounts Department;

(N.B. All financial dues should be cleared prior to obtaining clearance from Accounts department)

S. Ghosh 22.6.22
Accounts
department

Saikat Mondal



Registrar
Regent Education and Research
Foundation
Barrackpore, W.B.-700121

S. Ghosh



**REGENT
EDUCATION &
RESEARCH FOUNDATION**

To

Date 30.06.2022

Mr. Saikat Mondal

Subject: Release letter

Dear Sir,

In response to your resignation letter dated 30.06.2022, we release you from your service from 30.06.2022.

Best wishes for you future.

Regards,

For
Regent Education and Research Foundation

Authorized Signatory



Registrar
Regent Education and Research
Foundation
Bara Kanthalia, Post : Sewli Telinipara, Barrackpore, Kolkata-700121

Received
Saikat Mondal
29/6/22





**REGENT
EDUCATION &
RESEARCH FOUNDATION**

REF ID: A536363

Date: 30.06.2022

EXPERIENCE CERTIFICATE

TO WHOM IT MAY CONCERN

This is to certify that Mr. Saikat Mondal, who was working with Regent Education & Research Foundation in the capacity of Assistant Professor in the CSE department from 11th Jan 2012 to 30th June 2022 .

He remain involved in academic activities. He was found active, energetic, sincere, honest, hard-working, dedicated employee with a professional attitude and very good job knowledge. Moreover, he had shown good moral character and maintained good conduct throughout his stay with us. He had a genial temperament and can efficiently work in a team. All of our staff members were pleased with him and feels comfortable in teaming and coordinating with him for achieving organizational goals and objectives.

We wish him all the best for his future endeavor.

Sincerely,



Authorized Signatory

S.K.M.
Registrar
Regent Education and Research
Foundation
Barrackpore, W.B.-700121
Saikat Mondal
29/6/22

