

**Bioinformatics Section No Due Application**

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Name of the employee:

Section:

Email ID :

Cyberoam ID :

Whether any PC / peripheral is provided to him / her for official works:

YES / NO

If yes, following computer and peripherals were used by him/her.

	Model	Serial No
Computer		
Monitor		
Printer		
Peripherals, if any		

[Signature of the Group Head]

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**To be filled by Bioinformatics Section**

Checked and found the configuration of the above said Items as follows:

Description	Physically present configuration	Configuration while issuing to the section and after subsequent upgrades
CPU Cabinet S.No		
Monitor Model No. & S.No		
Memory		
HDD		
Optical		
Printer / peripherals, if any		

- The above configuration of the item/s is found to be matching / not matching with their original configuration recorded by Bioinformatics while issuing to the Section / Lab.
- Not verified as no PC / Peripheral was allotted to him/her.

[Mrs. Prashanthi / R. Chandra Mohan]

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**To be filled by the Group Head**

Dr./Mr./ Ms./ Mrs. \_\_\_\_\_ has handed over the above mentioned computer and peripherals to me in working / not working condition and I acknowledge the receipt of the same.

Workorder details : \_\_\_\_\_.

[Applicable only if the item is not working]

[Signature of the Group Head with date]

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**Email ID :** \_\_\_\_\_ assigned to the user is deleted / will be deleted on \_\_\_\_\_.

[Signature]

**Cyberoam ID :** \_\_\_\_\_ assigned to the user is deleted / will be deleted on \_\_\_\_\_.

[Signature]

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**Guidelines for getting the Bioinformatics No-Dues for the staff / Students**

- A. Group Head of the concerned staff has to provide the details of the computers and peripherals assigned for his / her official works in the given table.
- B. Once the form is submitted to Bioinformatics, Bioinformatics staff will note down the present configuration of the above mentioned items and verify against the original configuration of the items while issuing to the section / after subsequent upgrades and certify the same.
- C. Group Head has to acknowledge that the items were returned to him / her in as-is condition.
- D. Bioinformatics staff deletes Cyberoam and email IDs of the concerned staff / student.
- E. After completing this Bioinformatics No-Due procedure, the staff / student may approach Incharge Bioinformatics for final No-Dues.