

Guidelines /Procedure to be followed by Group Heads (GH) when getting relieved (either by superannuation / resignation) in order to carry out No-Due formalities from Bioinformatics Section:

1. GH to please inform Bioinformatics to start the process of No-Dues of Bioinfo preferably as soon as the notice period begins.
2. Bioinformatics to accordingly provide list of IT equipment (PC, Printers, Laptops, Networking devices, etc.) issued to the concerned group of the GH over the last several years from time to time.
3. GH to ratify the availability and configuration of the items as per list provided and make adequate arrangements for handing over/transfer to core staff of his / her group preferably; through proper transfer issue slips and/or return to Bioinfo such PCs/peripherals, if lying unused or to Stores for condemning any items.
4. GH, if requires CDFD mail retention for some additional period after getting relieved from CDFD, is to seek prior approval of Director, CDFD mentioning duration of such mail retention. Please note that mail retention shall be for the purpose of only forwarding incoming emails to the respective preferred personal email ID till requested time.
5. Cyberoam ID shall be removed/deactivated on the day of relieving date.
6. IP Address, if any, allotted to any handheld devices or laptop needs to be surrendered by GH to Bioinfo.
7. GH to submit the copies of transfer issue slips, approvals from Director to Bioinformatics.
8. Bioinformatics to process final No-Dues for Bioinfo related items.

GH is suggested to initiate the above process as soon as their respective notice period begins in order for Bioinfo to render technical assistance in ratification of IT items for the NDC formalities.