



Sanjay Gandhi Postgraduate Institute of Medical Sciences

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PGI/ER/ACAD/3054 /2021

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Date:- 3/08/2021

CIRCULAR

It has come to the notice that Head of the Department submitting his No Dues Certificate duly signed by himself in the column of Head of the Department without informing the status of the Department to next senior most Faculty member/next HOD.

It is therefore, imperative that a formal Status Report of the departmental equipments and other materials (complete with there current functionality/ ongoing warranty or CMC, ongoing projects etc) will be prepared and handed over to the incoming HOD and also take his signature on the No Dues Certificate before submission of the same to the Institute.

This issues with the consent of the Director, SGPGI.

(Dr. Afzal Azim)
Executive Registrar

Copy forwarded for information to:

1. Director, SGPGI.
2. Additional Director, SGPGI.
3. Chief Medical Superintendent, SGPGI.
4. Joint Director, Administration, SGPGI.
5. Finance Officer, SGPGI.
6. Dean, SGPGI.
7. All Head of the Departments, SGPGI.
8. Head, Department of Biostatistics & Health Informatics, SGPGI with the request to upload the circular on Institute's website.

(Dr. Afzal Azim)
Executive Registrar