

No Dues Certificate

No-dues certificate to be forwarded to DOFA/DORD/Registrar Office directly, as applicable.

Name of Employee				P.F. No.	
Designation				Department	
Reason for "No Dues" please tick any one	Retirement	Resignation	Completion of terms of engagement	Date	

Sl. No.	Departmental Dues		Details of the Dues, if any	Date	Sign. of dealing Asstt.	Sign. of HOD
1	Department where posted	Equipment				
		Others				
2	Registrar Office	ID Card./Others				
3	DoFA Office	ID Card/Others				
4	Central Library	Books				
		Overdue penalties				
5	Computer Centre	Email				
		Telephone Instrument				
6	F&A Advances	T A/Advance				
		Contingency				
		Imprest				
		Pay				
		LTC				
		CPDA				
		Medical				
		Others				

7	R&D office	Advances				
		Any dues				
		PI assignment				
		Assets				
		Others				
8	Store & Purchase	Laptop				
		Mobile / Tab				
		Non-Consumable assets issued to individual				
		Others				
9	Estate Office	License Fee				
		Electricity				
		Water charges				
		Others				
10.						

This is to confirm that there are no dues pending against my name at any department of the Institute. I undertake to return all belongings of the institute issued in my favour, if found at a later date.

Date:

(Signature of Employee)

For the office use of DOFA/DORD/Registrar Office only		
Verified and submitted for approval for processing for final payment	Forwarded	Approved for release of final payment
Dealing Assistant DOFA/DORD/Registrar Office	Supdt./AR	DOFA/DORD/Registrar