



PROFORMA FOR OBTAINING NO DUES CERTIFICATE
(FACULTY /INSTITUTE STAFF)

Employee No. _____ Name _____
Designation _____ Office/School _____
Date of Resignation/Retirement/Completion of Tenure _____

Signature of Employee

“Certified that there is No dues/following are the dues as mentioned below:”

S No	Department	Remarks	Signature	Date
1	School Chair/ Section Head	Certified that he/she has handed over the charge and all other responsibilities being member/Chair of committees constituted at Institute level and has handed over the records pertaining to these committees.		
2	Academics (For faculty only)			
3	Central Library			
4	Sports			
5	Stores & Purchase			
6	Estate/Construction			
7	Guest House			
8	Faculty Staff Club			
9	SRIC & IR (For faculty only)			
10	Medical			
11	Security			
12	Wing			
13	Finance & Accounts			
14	Establishment			

Note: Internal clearance may be asked by the individual department in case so desired by the Head of department.

“I have obtained No dues clearance from all the sections and affirm to the best of my knowledge that no other dues/claims are pending against my name. If it is revealed at any later stage, I _____ do agree to pay in the manner as decided by IIT Mandi”.

Date: _____

Accepted/Remarks

Signature of Employee

Registrar IIT
Mandi

(To be submitted to Establishment Section and retained in personal file)