

**Indian Institute of Technology Mandi Mandi, 175075 (Himachal Pradesh)**

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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*) Phone**: 01905-267010, **Fax**: 01905-267075 **website**: [www.iitmandi.ac.in](http://www.iitmandi.ac.in/)