



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI-620015.

ADMINISTRATIVE OFFICE

“NO DUES” CERTIFICATE FOR PERMANENT STAFF MEMBER

Name of the Staff	Designation	Staff ID	Department

Sl. No.	Department	Status of Dues	Remarks
1	Concerned Department in which working	i. The staff has returned all the books taken from the department library. ii. The staff has handed over all the files, office equipment, computer, printer and office keys etc.,	HoD Concerned
2	Central Library	The staff has returned all the books from the Central Library.	Librarian
3	Computer Support Group (CSG)	No amount is due from the staff. The staff has returned all the books taken from the CSG Library	HoD/CSG
4	Estate Maintenance Department (EMD)	The staff has vacated / Not vacated the quarters. (attach Declaration Form)	Chief of Works/EMD
5	Campus Communication Services (CCS)	The staff has returned the SIM Card and CUG phone to CCS	CCS Chairman
6	Hospital	The staff has returned his/her Hospital book and the hospital book of his/her family members.	Medical Officer/ Sr. Pharmacist
7	Administrative Office:		
	a. Pay Bill Section	No Tour advance/LTC advance is pending adjustment.	Sr. Supdt.
	b. Bills Section (Advance/PDA)	i. No Temporary Advance drawn by the staff is pending adjustment. ii. The details and price of items purchased under PDA within 3 years before the date of retirement are enclosed.	Sr. Supdt.
	c. Establishment Section	The Institute Identification Card is returned by the staff.	Sr. Supdt.
	d. Pension / PF Section	No Advances drawn by the staff is pending adjustment (Vehicle/Computer/Festival/Others)	Sr. Supdt.
8	State Bank of India, NITT Branch	No Loan drawn by the staff is pending recovery. The balance of loan pending recovery from the staff is Rs.....	Branch Manager
9	REC Employees Co-operative Society	No Loan drawn by the staff is pending recovery. The amount of loan pending recovery as on date is Rs.....	Secretary

DECLARATION

I certify that “No Dues” other than the ones mentioned above are pending settlement/payment by me as on date.

Date:

Signature of the Staff