



# NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI-15

ADMINISTRATIVE OFFICE

## “NO DUES” CERTIFICATE FOR PERMANENT STAFF MEMBER

Name of the Staff	Designation	Staff ID	Department

Sl. No.	Department	Status of Dues
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., <b>HoD Concerned</b>
2	Central Library	The staff has returned all the books from the Central Library. <b>Librarian</b>
3	Estate Maintenance Department (EMD)	The staff has vacated / not vacated the quarters. <b>Chief of Works/EMD</b>
4	Campus Communication Services (CCS)	The staff has returned the SIM Card and CUG phone to CCS <b>CCS Chairman</b>
5	Hospital	The staff has returned his/her Hospital book and the hospital book of his/her family members. <b>Medical Officer/Sr. Pharmacist</b>
6	<b>Administrative Office:</b>	
	a. Pay Bill Section	No Tour advance/LTC advance is pending adjustment. <b>Sr. Supdt.</b>
	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. <b>Sr. Supdt.</b>
	c. Establishment Section	The Institute Identification Card is returned by the staff. <b>Sr. Supdt.</b>
7	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..... <b>Branch Manager</b>
8	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..... <b>Secretary</b>

### DECLARATION

1. I hereby authorize that **10%** of the **Gratuity** payable to me may be withheld by the Institute if I have not vacated the quarters.
2. I don't have **any objection** for the **recovery of quarters rent** payable by me as per rules after my retirement from the **Dearness Relief** payable to me till such time I am entitled to occupy the quarters.
3. I am aware that I will be forcefully evicted from my quarters if I fail to vacate the quarters after the date upto which I am entitled to occupy the quarters after my retirement.
4. 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**