NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI-15

ADMINISTRATIVE OFFICE

**“NO DUES” CERTIFICATE FOR TEMPORARY / CONTRACT STAFF MEMBER / PDF**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Staff** | **Designation** | **Staff ID** | **Department** |
|  |  |  |  |
|  |
| **Sl.****No.** | **Department** | **Status of Dues** | **Remarks** |
| 1 | **Concerned Department in which the Temporary faculty/PDF/Contract staff working** | 1. The staff has returned all the books taken from the department library.
2. The staff has handed over all the files, office equipment, computer,

printer and office keys etc.,1. Courses handled by the faculty reassigned to other faculty

|  |  |  |
| --- | --- | --- |
| Sl. No.  | Course Code and Name | Handed over to (Faculty name and Staff No.) |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

 | **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 | **Academic office** | No Pending assessments in MIS as on date (**only Teaching staff)** | **Associate Dean (Academic)** |
| 5 | **Estate Maintenance Department (EMD)** | The staff has vacated / not vacated quarters. | **Chief of Works/****EMD** |
| 6 | **Hostel Office** | No amount is due from the Temporary / Contract staff towards food charges. | **Warden/Hostel, D.R.(Hostels)** |
| 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** |