

The Registrar
D.E.I.

Dated:

I, was holding a post of on short-term / temporary (fixed-term) / adhoc / permanent basis in the Department of, Faculty of My service has come to an end by virtue of completion of term of my appointment / retirement / having resigned from service in the afternoon of

I request you to kindly issue "No Dues Certificate". No dues certificate from concerned Heads / Incharge has been taken.

Faculty / Department	Details of the dues*	Name and Signature (with seal) of the concerned Incharge/Head
Accounts Section		
Examination Section		
General Section		
Central Library		
Computer Centre		
Sports Department		
Secretary, DEI Employees Welfare Fund Scheme		
Faculty Library		
Head of the Department		
Dean of the Faculty/ Concerned Incharge		

Signature of the employee

*Note: If any dues against him / her, please mention in detail with the cost of item otherwise mention No Dues".