



Gautam Buddha University

Gautam Buddha Nagar

Greater Noida

No Dues Certificate for Faculty/ Staff Members

Name of the Employee:-.....

S. No.	Section	Dues/No Dues	Signature
1.	Stores		
2.	Computer Center		
3.	Accounts		
4.	Library		
6.	Registrar Office		
7.	Convener, House Allotment Committee		
8.	O.C. Telephone		

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Clearance /No Dues - Certificate

PART-I

To be completed by every employee in duplicate before leaving the service and to be handed over duly completed, in all respect before departure.

I hereby certify that:-

1. I have tendered resignation from my post which has been accepted w.e.f. (FN/AN).
2. I am retiring/have retired from Institute on Superannuation w.e.f. (FN/AN).
3. My services have been terminated w.e.f. (FN/AN).
4. My tenure appointment is completed w.e.f.....(FN/AN).
5. I am not in possession of any store, book, equipment or any other items belonging to the University.
6. I have handed over, to the best of my belief, all University items issued to me/held on my charge.
7. I was not provided a house in the University Campus. I am/was occupying Qr. No..... on the University Campus which has been vacated/will be vacated w.e.f.
8. No bill pertaining to the Staff Canteen/Hostel/Cooperative Society/Welfare Scheme is outstanding against me.
9. Certified that no temporary advance/imprest is standing against me.

Signature :

Name (BLOCK LETTERS) :

Designation :

Deptt./Sec./Center :

Dated:

PART-II

(To be completed by the School/Dept./Section/Unit indicated)

It is certified that there is nothing outstanding against the above mentioned individual:-

1. Head of School/Dept./Sec/Centre
2. Librarian/Asst. Librarian
3. Accounts Section
4. Registrar Office
5. Stores Section
6. Computer Centre
7. Convener, House Allotment Committee
8. O.C. Telephone.....

Registrar

Name of the Employee:-

Designation:-

Further Correspondence Address:

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Contact No. :-

Bank Account No & Name:-

Copy to Accounts Section for necessary action please.