

NO DUES CERTIFICATE

The following departments/sections/labs. have to certify that whether the faculty member, who is relieved from the services of **Ashoka Institute of Engineering & Technology**, is having dues or not. If there are no dues, the concerned departments/sections/laboratories have to indicate as **NO DUES** in the column prescribed.

Name of the Staff:

Date of resignation:

Designation:

Date of relieving:

Department:

Permanent Address & Contact no:

CLEARANCE FROM THE DEPARTMENT IN WHICH THE STAFF IS WORKING:

S.No.	Particulars	Dues against the Staff, if any	Signature of the in-charge
1	Course Material		
2	Laboratory Equipment		
3	Lab. Stock registers		
4	Department Library		
5	Furniture Components		
6	Stationeries		
7	Cell Activities		
8	Other files, if any(NAAC/NBA/ABET)		

CLEARANCE FROM THE GENERAL ADMIN. AND OTHER DEPARTMENTS:

S.No.	Particulars	Dues against the Staff, if any	Signature of the in-charge
1	BASIC SCIENCES		
2	CIVIL ENGINEERING		
3	COMPUTER SCIENCE & ENGG		
4	ELECTRONICS & COMMN ENGG		
5	ELECTRICAL & ELECTRON ENGG		
6	MECHANICAL ENGINEERING		
7	HOSTEL		
8	ACCOUNTS		
9	CENTRAL LIBRARY		
10	EXAMINATION CELL		
11	ID CARD		
12	BANK		
13	PHYSICAL DIRECTOR		

Signature of Faculty/staff member

HOD

PRINCIPAL