



DELHI TECHNOLOGICAL UNIVERSITY

Established under Govt. of Delhi Act 6 of 2009
(Formerly Delhi College of Engineering)
BAWANA ROAD, SHAHBAD DAULATPUR, DELHI-110042

PERFORMA OF OBTAINING NO DUES CERTIFICATE

NAME & DESIGNATION : _____

OFFICE WHERE WORKING : _____

DATE OF TRANSFER/RETIREMENT/DEATH ETC : _____

1. In charge Caretaking Branch/Store: _____
2. Librarian : _____
3. Cashier NGF:_____ Cashier (salary)_____ Consigned DDO_____
4. Dealing Asst.... (Admn. Branch) (regarding pendency of any leave etc): _____
5. Dealing Asstt Vigilance (HQ) (regarding pendency of any disp. Case):_____ Countersigned Vigilance Officer _____
6. Branch In charge (under whose control the officer/official is posted):_____
7. Estate Officer concerned (viz. DTTE/PWD/DTE. of Estate) in case the officer/official has ever been in possession of Govt. Accommodation. If so, the address of the Govt. Accommodation to be indicated with period of stay therein). _____

DETAIL OF GOVT. ACCOMMODATION OCCUPIED:

- i) Address (Incl. Flat No., & Type):-_____
- ii) Whether DGHS card deposited:-_____
- iii) Whether NDPL dues against the flat cleared:_____
- iv) Whether applicable License fee for the stay beyond retirement paid in advance:_____
- v) Whether telephone/intercom instrument deposited:_____
- vi) Whether Wife Card returned back : _____
- vii) Whether other items like furniture, computer etc. issued by project Officer returned back : _____

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SIGNATURE OF THE OFFICIAL

NOTE:-

1. All those officer/officials who are working in diverted capacity in the H.Q. will also obtain "No Dues Certificate" from the In charge Caretaking/Store & the Librarian of the DTTE (HQ) and shall be submitted to their concerned Head of Office.
2. The NO Dues from Estate Officer needs to be obtained in case of retirement/death & not in transfer cases.
3. The above "No Dues proforma" shall be applicable to all the employees of Head Quarter as well as all the institutes under control of DTTE.
4. The above proforma duly certified by all the concerned shall be submitted by the concerned Officer/Official to the Admn. Branch who will issue a formal Office Order and communicate to the Accounts Branch/DDO for issue of LPC.
5. The No Dues from Vigilance Branch (HQ) needs to be obtained in case of retirement/pre-retirement only)