



National Institute of Educational Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi -110016

File No.

Date:

NO DUES CERTIFICATE

This is to certify that there are no outstanding dues payable / items returnable by Prof./Dr./Shri./Smt./Kum. _____ of Dept./Section/Unit/Project _____ who is being relieved due to resignation/deputation /superannuation/retirement w.e.f _____ (A/N) as per Memorandum No/Office Order No. _____ dated _____.

Name of the Dept./Section/Unit	Signature of HOD/Section Head/In-charge/PI.
Computer Centre	
Library	
Documentation Centre	
General Administration	Store(I/C) SO(GA) AO
Personnel Administration	SO (P) AO
Academic Administration	SO(AA)
Accounts	SO(A/Cs) FO
Maint. Wing	Care Taker Maint. I/C AO
Hostel	Assistant Hostel Warden
Canteen	Canteen Contractor

Certified that the under signed has taken over the charge of the above official on _____

Signature of Person relieved

Date :

Signature of Reliever

who took over the charge

Date:

Registrar/ AO