



# NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI-15

ADMINISTRATIVE OFFICE

## "NO DUES" CERTIFICATE FOR TEMPORARY/CONTRACT STAFF MEMBER

Name of the Staff	Designation	Staff ID	Department

Sl. No.	Department	Status of Dues	Remarks
1	Concerned Department in which working	i. The staff has returned all the books taken from the department library. ii. The staff has handed over all the files, office equipment, computer, printer and office keys etc.,	HoD Concerned
2	Central Library	The staff has returned all the books from the Central Library.	Librarian
3	Computer Support Group (CSG)	No amount is due from the staff. The staff has returned all the books taken from the CSG Library.	HoD/CSG
4	Estate Maintenance Department (EMD)	The staff has vacated / not vacated quarters.	Chief of Works/ EMD
5	Hostel Office	No amount is due from the Temporary / Contract staff towards food charges.	Warden/Hostel, D.R.(Hostels)

### DECLARATION

1. I certify that "No Dues" other than the ones mentioned above are pending settlement/payment by me as on date.

Date:

Signature of the Staff