



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI-15

ADMINISTRATIVE OFFICE

“NO DUES” CERTIFICATE FOR TEMPORARY / CONTRACT STAFF MEMBER / PDF

Name of the Staff		Designation	Staff ID	Department
Sl. No.	Department	Status of Dues		Remarks
1	Concerned Department in which the Temporary faculty/PDF/Contract staff 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., iii. Courses handled by the faculty reassigned to other faculty		HoD Concerned
		Sl. No.	Course Code and Name Handed over to (Faculty name and Staff No.)	
		1.		
		2.		
		3.		
		4.		
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	Academic office	No Pending assessments in MIS as on date (only Teaching staff)		Associate Dean (Academic)
5	Estate Maintenance Department (EMD)	The staff has vacated / not vacated quarters.		Chief of Works/ EMD
6	Hostel Office	No amount is due from the Temporary / Contract staff towards food charges.		Warden/Hostel, D.R.(Hostels)
DECLARATION				
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	