



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

NO DUES CERTIFICATE

(To be submitted by the Employees concerned duly completed on cessation of employment or while proceeding on deputation/foreign assignment)

Part – I

I certify that:

- (1) I have handed over charge of my assignment in the department to my relief.
- (2) I have returned all books and library items to Library.
- (3) I have cleared all the advances and handed over accommodation allotted to me to University Engineer.

Counter Signature of

Signature of the Employee

The HOD concerned

Name:

Date:

Designation:

Date:

Part –II

(To be got completed by the Employee being relieved & forwarded to AR (E))

This is to certify that there is nothing outstanding against above named individual who is to be relieved from his duties as per SMVDU Office Memorandum/Order No: _____ dt _____
(Copy attached)

S.No.	Name of School/College/Section Granting 'No Dues'	Details of outstanding, if any	Signature of Director/Dean/Head of Section concerned with date
1.	Central Library		
2.	College of Management i) School of Business ii) School of Business Economics		
3.	College of Engineering i) School of Comp.Sc & Engg. ii) School of E&C Engg. iii) School of Architecture iv) School of Ind'l Biotechnology v) School of Infrastructure & Resource Mgt. vi) School of Mechanical Engg.		

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4.	College of Sciences School of Applied Physics & Maths		
5.	College of Phil. & Culture i) School of Phil. & Culture ii) School of Languages iii) School of Religion		
6.	Academics & Examination Section		
7.	I/c Telecommunication		
8.	I/c Media Cell		
9.	Estate Officer/University Engr.		
10.	Medical Aid Centre		
11.	Security Incharge		
12.	Dean Students Welfare(for wardens & Associate Deans only)		
13.	i) Establishment (E-I) ii) Establishment (E-II)		
14.	Finance Section i) Purchase & Stores ii) Audit		
15.	Incharge Guest House		
16.	Students Hostel/Mess		
17.	Canteen		
18.	J&K Bank		

Forwarded

Signature of Employee

Designation

Date

Registrar