



**National Institute of Educational Planning and Administration**  
**(Deemed to be University u/s 3 of the UGC Act, 1956)**  
**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./Mr./Mrs./Kum. \_\_\_\_\_ of Dept./Section/Unit/Project \_\_\_\_\_ who is being relieved due to resignation/deputation/superannuation/retirement w.e.f. \_\_\_\_\_ (F/N)/(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
Establishment Section	SO (ES)
Finance & Accounts	SO (A/Cs) FO
Maintenance Wing	Care Taker Maint. I/c AO
Hostel	Hostel Warden
Canteen	Canteen Contractor

Certified that the undersigned has taken over the charge of the above official on \_\_\_\_\_.

**Signature of person relieved**

**Signature of Reliever**  
who took over the charge

**Date:**

**Date:**

**Registrar/AO**