

Govt. of National Capital Territory of Delhi
Ch. Brahm Prakash
Government Engineering College, Jaffarpur
(An Institute specializing in Civil & Environmental Engineering)
New Delhi-110073 (www.gecdelhi.ac.in)

NO DUES CERTIFICATE—FOR FACUTLY STAFF

Certified that I, _____ (name) working as _____ (designation) have handed over the complete charge of the store items standing in my name in store records and related stock registers etc. to _____ (or as per list attached).

I have also handed over the I-card to the Issuing Authority and attendance registers to the concerned Department Incharge/Dealing Assistant. The answer books are handed over to the Examination Branch/Incharge.

Signature of the Official

Telephone No. _____

The following Officers are requested to issue the No Dues as mentioned:-

- 1.) Store Keeper:- _____ (1A.) Store Officer:- _____
- 2.) Cashier:- _____ (2A.) Accounts Officer:- _____
- 3.) Librarian:- _____
- 4.) I-card Issuing Authority:- _____
- 5.) Lab Incharge:- _____
- 6.) Department Dealing Assistant:- _____
- 7.) Examination Incharge:- _____
- 8.) HOD (IT) :- _____
- 9.) HOD (Civil):- _____
- 10.) HOD (Science & Humanities):- _____
- 11.) HOD (Environment Engg.):- _____
- 12.) Principal in the case of HODs: - _____

Note:- HODs shall ensure that the dues if any pertaining to their department have been cleared before giving/signing the no dues certificate.