



NO OBJECTION / NO DUES CERTIFICATE

This is to certify that there is no objection in relieving Sh./Smt.
..... from his duties with effect
from The status of official belongings/files etc. allocated to
him/her is given below:

A. Physical Belongings (To be filled by office)

Sl.	Item	Issue Date	Return Date	Remarks and Signature of issuing authority (if any)
1.	Books			(Librarian)
2.	Laptop			(Store in Charge)
3.	Mobile			(Controlling Officer)
4.	SIM			(Controlling Officer)
5.	Other items			(Controlling Officer)

B. Virtual Belongings

Sl.	Item	Taken from	Submitted to	Remarks
1.	Departmental Email ID			
2.	Social Media Credentials			
3.	Bank related Credentials			
4.	Any Other Credentials			

(Signature of Controlling Officer)

C. Departmental Clearances

Sl.	Department	Remarks	Signature
1.	Controlling Dept*		(Controlling officer)
2.	Accounts		(SO/AR Accounts/RD)
3.	Administration		(SO/AR Admin/RD)
4.	Estates		(SO/AR Estates/RD)
5.	Any Other		(Controlling officer/RD)

(Signature of official to be relieved)

(AR Admin)