

# INDRAPRASTHA COLLEGE FOR WOMEN: DELHI

## NO DUES CERTIFICATE

(This form is to be submitted to Section Officer (Admn.)/ S.O. (Accounts)/ Sr. P.A. to the Principal)

Dr./Ms./Mrs./Mr. \_\_\_\_\_ 'Designation' \_\_\_\_\_ is  
Proceeding on leave/ retired / leaving the college services on \_\_\_\_\_ vide letter no.  
\_\_\_\_\_ dated \_\_\_\_\_.

1. All concerned are requested to note down the dues against him/her in any in the columns below. If nothing is due. 'NO DUES' may be written under the column 'DUES IF ANY'.
2. If not applicable, write 'N.A.'

S.no	Departments	Dues if any	Signature of Dealing hand/ Department In-charge
1	Identity card		
2	Deptt. Locker's c		
3	Attendance register		
4	Deptt. Lab. Clearance		
5	Library clearance		
6	Accounts Section		
7	Leave		
8	WUS Health center		
9	D.U. Library cards		
10	House building Advance		

PRINCIPAL