

**INDRAPRASTHA COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)**

NO DUES CERTIFICATE

(This form is to be submitted to S.O. (Admn.)/ S.O. (A/cs)/ Sr. PA to the Principal)

Dr./Ms./Mrs./Mr. _____ Designation _____
is proceeding on leave/retirement/ leaving the College service on _____
vide letter No. _____ dated _____

1. All concerned are requested to note down the dues against him/ her, if 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.

Sr. No.	Departments/Particular	Dues, if any	Signature of Dealing hand/ Dept. In-charge
1.	Identity Card		
2.	Deptt. Locker's		
3.	Attendance Register		
4.	Dept. Lab. Clearance		
5.	Library Clearance		
6.	Accounts Section		
7.	Leave		
8.	WUS Health Centre		
9.	DU Library Cards		
10.	House Building Advance		
11.	Bank Pre-paid Card		

PRINCIPAL