



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

(A University under Sec.3 of UGC Act 1956. Established by the Govt. of India)

Deoghat, Jhalwa, Allahabad – 211 012 (U.P.), India

A Center of Excellence in Information Technology

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No Dues Certificate (Faculty, Officers, Staff Members)

Part –I

(To be filled by employee)

I(Name and designation) is leaving the service of IIIT-Allahabad w.e.f. on completion of my Contract/Retirement/Resignation Tenure.

The following house had been provided to me on lease by IIIT-A (particulars of house),..... which has been surrendered / is being surrendered.

I was allotted residential telephone no. I

owe the following dues to IIIT-A

- | | |
|--------------------------------|---------------------------------|
| 1.House Building Advance:..... | 4.Motor Car/cycle Advance:..... |
| 2.TA/DA Advance..... | 5.LTC Advance :..... |
| 3.Advance of Pay: | 6.Any other dues: |

Date:

Signature of the Official

Name

Part –II

(To be filled by respective officials)

1. All Official document/records have been handed over/taken over

(Signature of the Sectional Head/Director Or his authorized representative)

- | | |
|---|---|
| 2. Residential Accommodation | Security I/C |
| 3. Identity Card received back | Asstt. Registrar |
| 4. Computer Maintenance Section | Maintenance Sec.Asstt. |
| 5. Server Room | Server Room In-charge |
| 6. Inventory Items issued have been received back/Settled | Stores Asstt. |
| 6. Library | Library Asstt. |
| 7. Accounts Section-Certified that No. Advances etc. are pending unsettled. | Accounts Officer |
| 8. Canteen | } Old Canteen
Cafeteria
Canteen Manager |
| 9. Office Room | |