



SIKKIM UNIVERSITY

A Central University established by an Act of Parliament in 2007 and accredited by NAAC in 2015

SU/REG/Estt/F-2/39/2018/.....

Dated:

NO DUES CERTIFICATE FOR STUDENTS

Name of student : _____ Regn. No. _____

Programme : _____ Department _____

The following clearances are requested from all concerned Incharge / Dealing hands for obtaining 'No Dues Certificate' from Department Head & Dean Students Welfare :

S/No	Facility	In charge	Signature/Stamp of concerned officer / official/In charge	Remarks (if any)
1	Library	Assistant Librarian		
2	Finance	DR/SO		
3	Laboratory (for only subject related student)	Lab Assistant / Attendant		
4.	Students Affairs	DSW		
5	Examination	Asstt/Dy. Registrar/SO		
6.	Hostel Mess (in case student avails mess facility)	Mess Manager		
7.	Hostel (In case student stays in Hostel)	Hostel Warden		
8.	Health Centre	Sr. MO/MO		
9.	Student ID Card	Security Officer/Supervisor		
10.	E-mail ID (for Ph.D Scholars)	System Analyst		

IMPORTANT: Before issue of No dues certificate to the student by the Deptt. Head/In-charge & Dean Students Welfare kindly ensure that the student has cleared all his/her dues & nothing is pending against him/her viz. library books, Identity Card, Laboratory (for lab based departments) or any other articles issued to him / her for academic purpose.

Signature of the student
Contact No. / email ID

Date: _____

NO DUES CERTIFICATE

On the basis of the clearances obtained by the student from various concerned In-charge / dealing hands, it is certified that Shri /kum./Ms/Mrs. _____ has nothing dues against him / her.

(Name & Signature of HoD/In-charge)

Date : _____

(Dean Students Welfare)

Date : _____