



**SIKKIMUNIVERSITY**  
**A Central University established by an Act of Parliament in 2007 and**  
**accredited by NAACin2015**

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

Dated:.....

**NO DUES CERTIFICATE TEACHING/NON TEACHING STAFF**

1. For relieving Dr./Sh./Smt/Kum./Ms. On the submission of his/her resignation/repatriation to Parent Department/expiry of contract/expiry of tenure.
2. For releasing the final monthly wages to Sh./Smt/Kum./Ms.  
 ,Designation\_\_\_\_\_Tenured/Regular/Probationary/Contractual basis.

| Sl.No | Location  | In-charge  | Signature/Stamp of concerned Officer/Official In-charge | Remarks, if any |
|-------|---|--|---|-----------------|
| 1.    | Library   | Librarian  |   |                 |
| 2.    | Evaluation  | COE  |   |                 |
| 3.    | Finance/Accounts  | Finance Officer                                    |   |                 |
| 4.    | ID Card return  | Security Officer/Security Supervisor               |   |                 |
| 5.    | Central Store   | Section Officer (Administration) & Store In-charge |   |                 |
| 6.    | Closure of official email id and removing from relevant email groups, removing of individual profile and profile links from the SU official website and closure of Campus Connect Wi-Fi id. | System Analyst/STA                                 |   |                 |
| 7.    | Bipartite Agreement/Official quarter  | Joint Registrar/SO (Administration)                |   |                 |
| 8.    | Guest House   | Officer In charge of Guest House                   |   |                 |
| 9.    | Closure of Samarth ID and Bank Loan information   | DR/SO (Establishment)                              |   |                 |
| 10.   | Concerned Academic Department/Department  | HOD/In-charge                                      |   |                 |

**IMPORTANT:** Please ensure that the Staff Member has deposited Laptop/ Computer & accessories, Library book(s), Identity Card, all official documents, bills, receipts ,files ,keys ,durable stationery items, other articles issued to him for official purposes. Also ensure that nothing is pending against him/her for want of finalization/adjustment.

This is to certify that Sh./Smt/Kum/Ms ..... holding the post of ..... on the Tenure/Regular or Contractual post at Sikkim University has cleared all his/her dues and there is nothing pending against him/her:

**Deputy Registrar**  
**Establishment**