



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: \_\_\_\_\_ Enrollment No: \_\_\_\_\_  
Department: \_\_\_\_\_

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

S/N	Facility	Incharge	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.	StudentsAffairs	DSW		
5	Examination	Asstt/Dy.Registrar/SO		
6.	Hostel Mess (in case student avails mess facility)	Mess Manager		
7.	Hostel(Incase student stays in Hostel)	HostelWarden		
8.	HealthCentre	Sr.MO/MO		
9.	Student IDCard	Security Officer/Supervisor		
10.	Closure of official E-mail ID (for Ph.D and MPhil Scholars) and closure of Campus Connect Wi-Fi id.	System Analyst/STA		

**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.

Date: \_\_\_\_\_

Signature of the student  
Contact No./email ID

NODUESCERTIFICATE

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.

Date: \_\_\_\_\_

(Name & Signature of HoD/In-charge)

Date: \_\_\_\_\_

(Dean Students Welfare)