



SIKKIMUNIVERSITY

**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 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.

SI.No	Location	In-charge	Signature/Stamp of concerned Officer / Official / In-charge	Remarks, if any
1.	Library	Librarian		
2.	Evaluation	COE		
3.	Finance/Accounts	Joint Registrar		
4.	ID Card return	Security Officer		
5.	Central Store	Assistant Registrar (Administration) & Store Incharge		
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	A.R. (Administration)		
8.	Guest House	Officer In charge of Guest House		
9.	Bank Loan information	Deputy Registrar (Establishment)		
10.	Concerned Academic Department/Department	HOD/In-charge		

IMPORTANT: Please ensure that the Staff Member has deposited Laptop(s), 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**