STUDENT FORMAT – 6
APPLICATION FOR NO DUES CERTIFICATE

1.	Name of the Applicant	
2.	Registration Number	
3.	Sex	
4.	Father's Name	
5.	Course with Branch	
6.	Year of Admission (with Date and Month)	
7.	Period of Study	1. From: To:
5.	Reason for Leaving the University	Successfully Completed/ Others, If any, to be mentioned
6.	Status on Course Completion	Completed / Not completed
7	Address for Future Communication	
		PIN
		Email Id: / Mobile No.:
8	Whether received Form III (if so, please attach a copy)	

I declare that there is no outstanding due in my name.

Signature of the Applicant

Department(s) to report dues if any

S.No.	Department	Status	Name and Designation of the HoD/Officer	Signature	Remarks
1	Department Concerned				
	Department Library				
Lab: 1					
Lab: 2					
Lab: 3					
Lab: 4					
Lab: 5					
Lab: 6					
Lab: 7					
2.	Club Activities/NSS/ NCC (Army)/NCC (Naval)				
3.	ID Card Section				
4.	Hostel				
5.	Transport Section				
6.	Physical Education				
7.	Library				
8.	Placement & Training				
9.	C1 Section				
10.	Finance and Accounts Department				
11.	Head of the Department				

Recommendation of the Director, Student Affairs with signature:

Order of the Pro Vice-Chancellor (Admin.)
Date:

Guidelines on the issue of the 'No Due Certificate'

1. **Following are the authorized officers to sign the No-Dues Certificate**

S. No.	Department	Primary	Secondary
1	Department Concerned		
Department Library		Faculty i/c. of the Department Library	HoD
Lab: 1		Faculty i/c. of the Lab	HoD
Lab: 2		Faculty i/c. of the Lab	HoD
Lab: 3		Faculty i/c. of the Lab	HoD
Lab: 4		Faculty i/c. of the Lab	HoD
Lab: 5		Faculty i/c. of the Lab	HoD
Lab: 6		Faculty i/c. of the Lab	HoD
Lab: 7		Faculty i/c. of the Lab	HoD
2.	Club Activities/ NSS/NCC	Concerned Club Co-ordinator/Programme Officer	Department Level Activity Co-ordinator
3.	ID Card Section	Director Computing	System Administrator
4.	Hostel	Warden	Administrative Officer
5.	Transport Section	Transport i/c.	Transport Assistant
6.	Physical Education	Director, Physical Education	Asst. Physical Education Director
7.	Library	Librarian	Deputy Librarian
8.	Placement & Training	Placement Officer	Addl. Placement Officer
9.	C1 Section	Section Officer	
10.	Finance and Accounts Department	Finance Officer	Accountant
11	Director, Student Affairs	Director, Student Affairs	

Note: No due certificates will be issued only when the form is signed by the designated officer. If any false declaration is found, the certificate(s) issued will be withdrawn.

In case, the authorized officers are on Leave, out of station, or in any other work assigned by Management, the In-Charge who signs should state the reason why he/she signs with Name and Designation. If 'Remark' or 'Remarks' are there, that should be clearly written by the Authorised Officer in the Remarks Column, especially, status on Form-III.

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