



# SIKKIM UNIVERSITY

A Central University established by an Act of Parliament of India, 2007  
6th Mile, Samdur, P.O. TADONG, GANGTOK-737102 SIKKIM

SU/SE[SO]/Admn./20.....

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	Joint Registrar		
4.	ID Card return	Security Officer		
5.	Central Store	Assistant Registrar (Administration) & Store In charge		
6.	Delinking individual e-mail from the Management Group mail and removing individual profile from the SU website	System Analyst		
7.	Bipartite Agreement/Official quarter	A.R. (Administration)		
8.	Guest House	Officer In charge of Guest House		
9.	Bank Loan information	Assistant 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:

Assistant Registrar  
Establishment