



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 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