**INDIAN INSTITUTE OF PETROLEUM AND ENERGY**



 **VISAKHAPATNAM**

Date:

**NO DUES/DUES CERTIFICATE**

1. Name of the Employee/Faculty: ………………………………………...………………..

2. Designation: ………….……………………………………………………………………………

3. Department: ………………………………………………………..……………………………..

4. Date of leaving: ……………………………………………...……………………………………

 It is to certify that above mentioned employee/faculty has no dues toward our department/ office.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL.**  | **DEPARTMENT**  | **DUES/****NO DUES**  | **NAME OF THE OFFICER/ HEAD**  | **SIGNATURE & DATE**  |
| 1  | Finance Department (F&A) |   | FO / Accountant |   |
| 2  | Purchase & Store  |   |  FO / Procurement I/C |   |
| 3  | Library  |   |  Librarian / Dy. Librarian |   |
| 4  | Admin/ Establishment Section |   |  Off. Supdt. |   |
| 5  | IT/ Help Desk |   | In-Charge Helpdesk  |   |
| 6  | Examination Cell |  | PIC/ In-Charge Exam Cell |  |
| 7  | DIC (Petroleum Engineering) |   |   |   |
| 8 | DIC (Chemical Engineering) |   |   |   |
| 9 | DIC (Mechanical Engineering & Other Engg. Pgmes) |  |  |  |
| 10 | DIC (Humanities & Sciences) |  |  |  |

DR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the applicant

**Registrar**