**BIRLA INSTITUTE OF TECHNOLOGY**

**MESRA : RANCHI**

**No Dues Certificate**

|  |  |
| --- | --- |
| **Name of Project Fellow** |  |
| **Project Code** |  |
| **Project Name** |  |
| **Name of PI** |  |
| **Designation** |  |
| **Department** |  |
| **Reason for “No dues”** |  |

**This is to Confirm that there are no dues pending in my name at any Department/Section of the Institute. I hereby undertake to return all the belonging of the institute.**

**Signature of Project Fellow**

**The following Head/In-charge of Department / Sections are request to indicate, if there**

**are any dues outstanding against Mr./ Ms ………………………………………………..**

**who served in the Department of …………………………………….. of this institute, and has Resignation/Project completed accepted on ……………….. vide office order no ……………………….. Dated ……………………….**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Dept./Section/unit** | **Details of the Dues, if any** | **Date** | **Name if Dealing Assistant** | **Sign. Of Dealing Assistant** | **Sign. Of HoD/ Incharge** |
| **1** | **Hostel Clerk** |  |  |  |  |  |
| **2** | **Mess** |  |  |  |  |  |
| **3** | **Hostel Superintendent** |  |  |  |  |  |
| **4** | **Library** |  |  |  |  |  |
| **5** | **Account Section**  **(Project)** |  |  |  |  |  |
| **6** | **Project Guide** |  |  |  |  |  |
| **7** | **Dept. Store** |  |  |  |  |  |
| **8.** | **Head of Department** |  |  |  |  |  |
| **9.** | **Dean (Research Innovation & Entrepreneurship)** |  |  |  |  |  |

**Note: A copy of no dues should be submitted in the Office of DRIE**