



# Indian Institute of Technology, Kanpur

## Office of Dean, Administration

### No Dues Certificate for Project Employees

Name of Employee:					PF No.	
Designation *:						
Project No.:						
Duration of Appointment:		From:			To:	
Reason for Leaving:		Term End <input type="checkbox"/>	Resignation <input type="checkbox"/>	Termination <input type="checkbox"/>		
Date of Resignation/ Term End /Termination (if applicable):						
If re-employed, Project No.:				Salary per month (₹)		
Bank Account details:		Bank Name:	SBI/UBI	IFS Code		
		Account No.:				
Mobile No.:				Email ID:		
Sl No.	Dept./ Section/ Unit	Details of Dues, if any	Date	Name of the person certifying	Signature	
1.	Head/ Faculty-in-charge/ Officer-in-charge					
2.	RA Hostel In-charge					
3.	Computer Centre					
4.	Central Library					
5.	ID Cell					
6.	Health Centre					
7.	RFID Pass					
8.	Accounts Section					
9.	DOAD Office					
10.	Telephone Exchange					
11.	Department					
12.	Electricity (IWD)					
13.	Bus Pass Section					
14.	SBI / UBI					
15.	CUGL					
16.	Signature of Project employee					

**Note: 1.** For obtaining the experience certificate submit a Xerox copy of complete No-Dues form in all respects along with an application duly recommended and forwarded by Head/Faculty-in-charge/Officer-in-charge and addressed to Deputy Registrar (DOAD), to DOAD office.

**2.** Kindly submit ID Card along with this form.

**3.** The Project employees must get their no dues cleared **within 15 days** from the date of the last day of working in the particular position. The experience certificate for any position must be obtained within one month from the date of completion of the project.

**4.** Attach copy of last received Appointment Letter \*