

NO DUES

**National Telecommunications Institute for Policy Research, Innovation & Training
NTIPRIT Campus, Govt. of India Enclave, Rajnagar, Ghaziabad (U.P.) – 201002**

I. Clearance/ No Dues Certificate

- a) Name & Designation of the Officer :
- b) Transfer/ Promotion/ Retirement Order No. & Date :
- c) Office to which transferred/ promoted or retired :
- d) Address of Government accommodation, if allotted :
- e) Copy of Transfer/ Promotion/ Retirement Order (Enclosed – Yes/No):

Signature of the Officer
Staff No :.....
Mobile No.:.....

The details of any outstanding Government dues/ amount/ articles are as under:

II. Finance & Accounts Wing Regarding:

- a) LTC Advance
- b) TA Advance
- c) HBA
- d) Motor Cycle / Car Advance etc.
- e) Computer/Laptop Advance
- f) Dues if any

Remarks:

AO (Cash)

III. Training Division Regarding: (Library Books)

Remarks:

AD/Director,
Training, NTIPRIT

IV. Material Management Section Regarding:

- a) Laptop
- b) DSC

c) Any other items:

Remarks:

ADET (Admin)/ADG (A&MM),
Admin, NTIPRIT

V. Administration Section Regarding:

- a) Residential Telephone Connection
- b) Mobile Telephone Connection
- c) NTIPRIT ID Card

Remarks:

AD (Admin)/ADG (A&MM),
Admin, NTIPRIT

VI. Establishment Section Regarding:

- a) CGHS Card
- b) Official/ Diplomatic passport
- c) MHA ID Card
- d) Stoppage of Biometric attendance
- e) Subordinate leaves pending for approval

Remarks:

ADG (Estt.),
Admin, NTIPRIT

VII. ICT Division Regarding:

- a) Transfer of e-office records (Files / receipts)

Remarks:

JTO/Director,
ICT, NTIPRIT

The 'No dues Certificate' is in order. The LPC may be issued. The Service Book may also be transferred after necessary updations.

ADG (Estt.),
Admin, NTIPRIT