



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
Sector-16 C, Dwarka, New Delhi – 110078

No. F.1(6)(5)/2022/Estt./P-I/1890

Dated: 26/07/2022

**CIRCULAR**


It has come to the notice that some employees of the University (regular/deputation/contract) who retired/repatriated/resigned from the University have not submitted their No Dues Certificate/not handed over their possessions/charges/dues etc.

Keeping in view the above, all the employees (regular/deputation/contract) of the University are hereby informed that it is mandatory to submit the "No Dues Certificate" from all concerned department of the University before superannuation/relieving/resigning/completion of tenure/contract appointment etc.

The Accounts Branch of the University shall release dues of the concerned employees of the University (regular/deputation/contract) after receipt of No Dues Certificate.

An amended format of "NO DUES CERTIFICATE" to include the Estate Branch, Purchase Branch and UITs Cell is enclosed herewith.

This issues with the approval of the Competent Authority.


  
(Brig. P.K. Upmanyu (Retd.))  
In-Charge (Pers.)

No. F.1(6)(5)/2022/Estt./P-I/1890

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Copy forwarded to the following for information and necessary action.

1. All Deans/Directors, GGSIP University.
2. Controller of Finance, GGSIP University.
3. Controller of Examinations-I & II, GGSIP University.
4. OSD to the Vice Chancellor, GGSIP University.
5. Proctor, GGSIP University.
6. Chief Warden of University's Hostel, GGSIP University.
7. Librarian, In-Charge, UIRC, GGSIP University.
8. Consultant, UWD, GGSIP University.
9. All Branch Heads/Branch Incharge/Joint Registrar/Dy. Registrar, GGSIP University.
10. Assistant Registrar, Vice Chancellor Secretariat for information of the Hon'ble Vice Chancellor, GGSIP University.
11. Assistant Registrar, O/o the Registrar, GGSIP University.
12. Head, UITs Cell - for uploading the same on the University's website.
13. PRO, GGSIP University.
14. Guard file.

  
(Hirdesh Gorh)  
Asstt. Registrar (Pers.-I)



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**"NO DUES CERTIFICATE"**

It is hereby certify that there is No Dues pending against  
Ms./Sh./Dr. \_\_\_\_\_, [Designation] \_\_\_\_\_ Employee Code  
\_\_\_\_\_ posted at [School/Department/Centre] \_\_\_\_\_ as under:-

Sr. No.	Particulars	Status of Dues (as on date)	Remarks, if any	Signature with Seal
1.	Concerned Dean/Director/HOD/Branch InCharge			
2.	Branch Head (Store)			
3.	Branch Head (Purchase)			
4.	Branch Head (General Administration)			
5.	Branch Head (Accounts Branch)			
6.	Branch Head (Estate Branch)			
7.	Branch Head (University IT Service Cell)			
8.	In-Charge (Library)			

(Signature of the employee)  
Date: