



HI-TECH INSTITUTE OF ENGINEERING & TECHNOLOGY

766, HAPUR-DELHI BYPASS (NH-24), GHAZIABAD (U.P.) – 201 015

NO DUES CERTIFICATE

PART-A (To be filled by the Employee)

Name of Employee.....ID.....

Designation.....Department.....

Date of JoiningDate of Relieving

Reason for Leaving the Institute.....

Undertaking: All the official documents i.e. award sheets/result etc, Library Books and the item taken on loan, if any, have been handed over to all the concerned authority. However, I undertake that I shall present in this Institute, in case of any official query after my departure.

Date:; Contact No.

[Signature of Employee]

PART-B (To be filled by HODs of Concerned Department)

S. No.	Department	Name of HOD / Section In-Charge	Signature	Remarks, if any
1	Library			
2	Admin. Office			
3	Hostel Warden			
4	Computer Center			
5	HR Deptt.			
6	Deptt.			

It is certified that all necessary documents pertaining to the academic work have been handed over to me.

Date..... Name.....

[Signature of HOD]

PART-C (To be filled by the Finance & Accounts Section)

1. Monthly Salary: 4. Deduction, If any :
2. Payable Days : 5. Net Payable Salary :
3. Payable Salary :

Date..... Name.....

[Signature of Accountant]

[Registrar]

[Director]