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हरियाणा केंद्रीय विश्वविद्यालय

(संसद के अधिनियम संख्या 25 (2009) के तहत स्थापित)

**जांट-पाली, महेंद्रगढ़ (हरियाणा)-123031**

CENTRAL UNIVERSITY OF HARYANA

(Established vide Act No. 25 (2009) of Parliament)

Jant-Pali, Mahendragarh (Haryana)-123031

स्टाफ हेतु अदेयता प्रमाण-पत्र/No Dues Certificate for Staff

1. I …………………….(Name) …………(Emp ID) …………………..( Designation)

Branch/Department of ………………………………………………………..……………has resigned / will be superannuated w.e.f………………………………..and proceeding to ….. ……………………………………………………………………………………………….

2. I certify that I have submitted the APAR/ASAR of my subordinate(s) to the Reviewing Officer/ Vigilance Section/IQAC up to the date of my relieving from Central University of Haryana.

3. I have handed over the charge(s) ……………………………………………….. to …………………………………………………… along with Status Report of ongoing work, login Ids and Passwords of the portals / emails etc. (if any) (Signature…………………….). The Handing/Taking over Certificate has been countersigned by ……………………….. (Signature…………………………….).

3. Utilization Certificate of Projects have been submitted to Finance Branch (If PI in case of any Project).

**Nothing is Due**

1. Head of the Department (Sig. with Stamp):………………………………………

(The files including the in-transit files, furniture, lab equipment, stock registers of consumables & non-consumables, reports/documents related to research scholars, department/branch etc. have been handed/taken over properly).

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| **Sr. No.** | **Name of the Office (Department /Section)** | **Signature and Designation of the Dealing Hand** | **Signature and Designation of the Officer In-Charge** | **Remarks** |
| 2. | Dean of the School |  |  |  |
| 3. | Librarian |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of the Office (Department /Section)** | | **Signature and Designation of the Dealing Hand** | | **Signature and Designation of the Officer In-Charge** | | **Remarks** |
| 4. | Sports In-charge |  | |  | |  | |
| 5. | Academic Branch |  | |  | |  | |
| 6. | Legal Branch | |  | |  | |  |
| 7. | Vigilance Section | |  | |  | |  |
| 8. | IQAC | |  | |  | |  |
| 9. | E & G A Branch | |  | |  | |  |
| 10. | Store | |  | |  | |  |
| 11. | Mess in-charge | |  | |  | |  |
| 12. | University Guest House | |  | |  | |  |
| 13. | ICT Section | |  | |  | |  |
| 14. | Examination Branch | |  | |  | |  |
| 15. | Establishment Branch | |  | |  | |  |
| 16. | Finance Branch | |  | |  | |  |

(Signature of the Employee)

Mob No…………………….

**Submitted for Approval** :

**Registrar Finance Officer**

Central University Central University

of Haryana, Mahendragarh of Haryana, Mahendragarh