**SRI KRISHNADEVARAYA UNIVERSITY**

 **NO DUES CERTIFICATE**

 **(Non-Teaching Staff/Hostel Staff)**

|  |  |  |
| --- | --- | --- |
| Name | Designation |  |
| Date of Superannuation |  |
| Prior intimation of the University (Memo No. of. Date) |  |
| **Instructions**``No dues” issuing authority shall verify all the records before issuing **No Dues Certificate** to a retired employee1. **``No dues”** shall not be issued subject to any kind of conditions by H.O.D
2. Issuing authority shall sign only when incumbent clears all the dues to the university.
3. Heads of the section shall bear responsibility for issuing any defect No Dues Certificate.
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| --- | --- | --- | --- |
| **1.** | **Department /Section (Where Working)** | : |  |
| **2.** | **University Library** | : |  |
| **3.** | **Finance & Accounts Section** | : |  |
| **4.** | **Others, if any** | : |  |

 I hereby undertake that in the event of any**` dues’** comes to light at a later date, I will settle the dues amounts if any, I authorize the university to deduct such dues amount to the University from my retirement benefits. I have not suppressed any kind of dues pending to the University.

 **Date: Signature of the Employee**

**Place:**

