

# NO DEMAND CERTIFICATE

|     |   |   |
|-----|---|---|
| 1.  | Name of the employee  | : |
| 2.  | Post held   | : |
| 3.  | Date from which he/she is to be released  | : |
| 4.  | Other outstanding amount to be recovered from him/her                           | : |
|     | a) Festival Advance   | : |
|     | b) Bi-cycle / Car/Scooter/Motor Cycle Advance                                   | : |
|     | c) C P F Advance  | : |
|     | d) House Rent (if any quarter of the instt is under occupation of the incumbent | : |
|     | e) Electricity Charge, if any   | : |
|     | f) Others: HBA :Sign of Branch Manager, SBI, NIT Silchar                        | : |
|     | g) TA Advance   | : |
|     | h) Departmental Advance   | : |
| 5.  | Articles/Furniture etc to be returned by him/her                                | : |
|     | a) Instruments taken from :   | : |
|     | i) Electrical Engineering   | : |
|     | ii) ECE &   | : |
|     | iii) CSE  | : |
|     | iv) Computer Centre   | : |
|     | v) Mechanical Engineering   | : |
|     | vi) Civil Engineering   | : |
|     | vii) Chemistry  | : |
|     | viii) Physics   | : |
|     | ix) Mathematics   | : |
|     | x) Humanities & Social Science  | : |
|     | xi) Training & Placement  | : |
| 6.  | Books ----- Sign of the Librarian   | : |
| 7.  | Furniture ----- Sign of the Stores Officer                                      | : |
| 8.  | Anything From Estate Section ----- Sign of the AEE                              | : |
| 9.  | Establishment Branch  | : |
| 10. | Academic Section  | : |
| 11. | a) Dean, Academic   | : |
|     | b) Dean, Students' Affairs  | : |
|     | c) Dean, RC   | : |
|     | d) Dean, P & D  | : |
|     | e) Dean, FW   | : |
| 12. | PA to Director  | : |
| 13. | Guest House   | : |
| 14. | Warden :  | : |
|     | i) Hostel No - 1  | : |
|     | ii) Hostel No - 2   | : |
|     | iii) Hostel No - 3  | : |
|     | iv) Hostel No - 4   | : |
|     | v) Hostel No - 5  | : |
|     | vi) Hostel No - 6   | : |
|     | vii) Hostel No - 7  | : |
|     | viii) Hostel No - 8   | : |
|     | ix) Girls' Hostel - 1 & 2   | : |

Signature of the Releasing Authority

Signature of the person concerned