FOR ALL EMPLOYEES

To,

 **The Head,**

 Department of Civil Engineering

 Indian Institute of Technology Roorkee

 ROORKEE

Sir,

 I am retiring/retired/proceeding on leave on ……………………………………………………….. Kindly issue me No Dues Certificate.

 Yours faithfully,

Dated:………………………………….. Name: ……………………………………….

 Designation:………………………………….

 Employee No. ……………………………….

 Please issue No Dues Certificate in respect of the above mentioned employee after verifying the records and Consumable Register (Software), on the NO DUES PROFORMA given on the reverse side.

Dated:……………………………….. Superintendent

 Department of Civil Engineering

NO DUES PROFORMA

|  |  |
| --- | --- |
| **Group/Facilities** | **T & P, Consumable (Software) and other records**  |

1. **GROUP**
2. Structural Engineering Group
3. Workshop ……………………………………………………………….
4. Test Hall ……………………………………………………………….
5. Concrete Lab. ……………………………………………………………….
6. E.S.A. Lab. ……………………………………………………………….
7. Chemical Lab. ……………………………………………………………….
8. Hydraulic Engineering Group ……………………………………………………………….
9. Geotechnical Engineering Group ……………………………………………………………….
10. Environmental Engineering Group……………………………………………………………...
11. Transportation Engineering Group ……………………………………………………………..
12. Geomatics Engineering Group ……………………………………………………………….
13. **OTHER FACILITIES**
14. O.C. Library, CED ……………………………………………………………….
15. O.C. Maintenance ……………………………………………………………….
16. O.C. Computer ……………………………………………………………….
17. Central Facilities ……………………………………………………………….
18. CAD Lab. ……………………………………………………………….