

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
------------------	--

(A) GROUP

- 1. Structural Engineering Group
 - (a) Workshop
 - (b) Test Hall
 - (c) Concrete Lab.
 - (d) E.S.A. Lab.
 - (e) Chemical Lab.
- 2. Hydraulic Engineering Group
- 3. Geotechnical Engineering Group
- 4. Environmental Engineering Group.....
- 5. Transportation Engineering Group
- 6. Geomatics Engineering Group

(B) OTHER FACILITIES

- 1. O.C. Library, CED
- 2. O.C. Maintenance
- 3. O.C. Computer
- 4. Central Facilities
- 5. CAD Lab.