

**The Principal,
Shivaji College,
New Delhi-110027**

Subject: No Dues Certificate

Respected Madam,

As I am going to be retired on _____, I am submitting herewith the 'No Dues Certificate' obtaining from the following departments for release of my retirement benefits:

1. Library

2. W.U.S.
(West Zone Health Centre)

3. S.O. (Accounts)

(Subject to Audit)

4. Department of (Laboratory Clearance may
obtained , if applicable)

Thanking you,

Yours faithfully

(.....)

Name:

Designation:

Department:

Date of Appointment:

Residence Address:

.....

Phone No. / Mobile No:

Dated: _____