

DELHI PHARMACEUTICAL SCIENCE AND RESEARCH UNIVERSITY
(Established under Act 07 of 2008, Govt. of NCT of Delhi)
Pushp Vihar, Sect-III, M.B. Road, New Delhi-110017

SUBJECT:- CLEARANCE CERTIFICATE ABOUT GOVERNMENT DUES

I Shri / Smt. Designation
.....has retired/ resigned/ transferred
to.....w.e.f.....(F/N, A/N) vide Order No.
..... Dated.....(copy enclosed).

All the below mentioned branches in charge are requested to kindly indicate below if any amounts, articles, identity or DGHS Cards etc. are outstanding against me.

Signature of (Officer/Official)

Section Officer(Administration)- Regarding:-

1. HBA
2. Motor Cycle/Car Advance etc.
3. LTC Advance
4. TA advance
5. Computer /Laptop Advance
6. Identity Card submitted
7. Any other item

Remarks:-

Section Officer(Administration)

In charge Caretaking

1. Furniture
2. Office Telephone Connection
3. Residential Telephone Connection
4. Other Govt. articles

The officer/official is in possession of the Quarter No. _____ and has/has not vacated the same.

Remarks:-

In-Charge (Caretaking)

Concerned Employee Branch In charge:-

If there is any government due(s) if so please mention in details.)

Remarks:-

Concerned Branch In-Charge

g/c

Sr. A.O. (Accounts Branch):

For Temporary/Contingency/Advance/Interest if any and other pendency against the officer/official.

Remarks:-

.....
Sr. A.O. (Accounts Branch)

S.O. (Vigilance):-

No inquiry/explanation/Charge sheet is pending against the Officer/Official.

Remarks:-

.....
S.O. (Vigilance)

Assistant Librarian/In-Charge Library:

If any pending Library Card/Books etc.

Remarks:-

.....
Assistant Librarian/In-Charge Library

In-Charge Store:-

If any pendency

Remarks:-

.....
In-Charge Store

In-Charge IT:-

If Personal Computer and its peripherals (if issued) is submitted

Remarks:-

.....
In-charge IT