

UNIVERSITY COLLEGE OF MEDICAL SCIENCES

(University of Delhi)

Dilshad Garden, Delhi-110095

NO DUES CERTIFICATE

No Dues Certificate in case the Officer/ Official borne on the U.C.M.S/
G.T.B.Hospital STRENGTH_____

In respect of Dr./Mr./Mrs./Ms._____ on Resignation/ Retirement.
Name & Designation

Certified that nothing is outstanding against the Officer/ Officials as mentioned above.

1. The Librarian, U.C.M.S.
2. The Librarian, D.G.H.S.
3. Accounts Section, U.C.M.S.
4. Estate Section, U.C.M.S.
5. The Professor In Charge, Central Labs. / Lecture Theatres.
6. The In Charge, Hospital Lab Services.
7. Central Store, U.C.M.S.
8. Establishment Section for Identity Card etc.
9. General Section, U.C.M.S.
10. Clearance for House Building Advance (granted by University of Delhi) to be obtained from University of Delhi.
11. U.C.M.S Employees Thrift & Credit Society, U.C.M.S.
12. Clearance by the Competent Authority with stamp for surrendering Computer Set along with its peripherals, if provided.
13. The Head of the Concerned Department with stamp.
14. Central Library/Science Library/Rattan Tata Library/South Campus Library

'No Dues' may be asked from the following Departments of G.T.B.H, if required (U.C.M.S must indicate the Departments out of list given below or all the Departments).

Certified that nothing is outstanding against Officer / Officials as mentioned above.

1. Sister In Charge, O.P.D.
2. Officer In Charge, O.P.D.
3. Department Concerned.
4. Library, Hospital.
5. Medical Store.
6. Instrument Store & Equipment Store.
7. General Store.
8. Linen Store.
9. Stationary Store.
10. Furniture Store.
11. X – Ray Department.
12. Laboratory
13. Accounts Section.

Bill Clerk

Drawing Disbursing Officer

Cashier

14. Establishment Section.

Dealing Assistant

Head Clerk/ Administrative Officer

15. Surrender of Identity Card.

16. Estate Officer.

17. Purchase Section

18. M.R.D. Hospital.

19. J.R.D. Hospital

20. Hospital Mess.

21. Telecommunication Branch, G.T.B.H. For N.O.C for surrendering Mobile Hand set & Sim Card.

22. Clearance from the competent Authority with stamp for surrendering Computer peripherals, if provided.

**Signature of the Medical Superintendent
With stamp**

**Counter Signature of the PRINCIPAL
U.C.M.S. with stamp**

For Office Use

For Final Orders

Dealing Assistant

Section Officer

Deputy Registrar

PRINCIPAL