



# RAMANUJAN COLLEGE

University of Delhi  
Kalkaji, New Delhi-110019

## NO DUES CLEARANCE FORM

Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_ department  
of \_\_\_\_\_ designation \_\_\_\_\_ has  
retired/resigned/been discharged/removed from the services of the college w.e.f.  
\_\_\_\_\_.

Please mention if there is any outstanding in the name of the aforesaid employee:-

1. Library Department \_\_\_\_\_
2. Thrift and Credit Society \_\_\_\_\_
3. Administration Department \_\_\_\_\_  
Please also mention Leave Balance \_\_\_\_\_  
For Leave Encashment \_\_\_\_\_
4. I.T. Department \_\_\_\_\_
5. **Accounts Department**  
LTC Advance if any \_\_\_\_\_  
PF Loan if any \_\_\_\_\_  
Vehicle Loan if any \_\_\_\_\_  
House Building Loan if any \_\_\_\_\_  
Festival Advance \_\_\_\_\_  
Any other financial liability \_\_\_\_\_
6. Signature of the Incharge of the Dept \_\_\_\_\_
7. Others \_\_\_\_\_

Administrative Officer

Bursar

Principal/OSD

I have handed over the charge properly and have taken my dues in full and final settlement of my account from the college. I have no more any claim left against the college in respect of my wages, salary or other dues and have no dispute in respect of my employment whatsoever.