AUTONOMOUS STATE MEDICAL COLLEGE, LALITPUR

District - Lalitpur, Uttar Pradesh

NO DUES CERTIFICATE / CLEARANCE FORM

1. EMPLOYEE PERSONAL & SERVICE DETAILS

Employee Name: ..... **Employee ID/Code:** .....

Designation: ..... **Department:** .....

Date of Joining: ..... **Last Working Date:** .....

Mobile No.: ..... **Employee Type:** ☐ Faculty ☐ JR/SR ☐ Nursing ☐ Staff ☐ Other

2. DEPARTMENTAL CLEARANCES & VERIFICATION

S.N.	Section / Department	Dues / Material Checked	Status	Signature & Stamp
1	**Concerned Dept. / HOD**	Departmental records, files, equipment/instruments	☐ Cleared ☐ Not Cleared	
2	**Accounts Section**	Salary, advances, recoveries & financial dues	☐ Cleared ☐ Not Cleared	
3	**Establishment Section**	Service records, documents & ID card	☐ Cleared ☐ Not Cleared	
4	**Library**	Books, journals & library material	☐ Cleared ☐ Not Cleared	
5	**Store / Central Store**	Equipment, instruments & institutional material	☐ Cleared ☐ Not Cleared	
6	**IT / Computer Section**	Computer, laptop, accessories & IT property	☐ Cleared ☐ Not Cleared	
7	**Hostel Section**	Hostel room, furniture, keys & other property	☐ Cleared ☐ Not Cleared	
8	**Electricity Section**	Electricity bill / dues of allotted accommodation	☐ Cleared ☐ Not Cleared	
9	**CMS Office**	Hospital-related property, records & other dues	☐ Cleared ☐ Not Cleared	
10	**Medical Superintendent**	Hospital / administrative records, property & dues	☐ Cleared ☐ Not Cleared	

ELECTRICITY BILL CLEARANCE DETAILS

Accommodation: ☐ 300-Bedded Hospital Hostel ☐ Amarpur Campus ☐ Other **Room No.:** .....

Meter No.: ..... **Bill Paid To:** .....

Clearance Status: ☐ **Dues Cleared** ☐ **Not Cleared / Pending** **Dues (if any):** .....

DECLARATION: I hereby declare that I have returned all institutional property issued to me and have cleared all applicable dues, including electricity charges relating to my allotted accommodation. I undertake to clear any dues subsequently found outstanding against me.

Employee Signature	Prepared / Verified By	PRINCIPAL
Date: _____	Establishment / Admin Officer	ASMC, Lalitpur