



COLLEGE OF ENGINEERING POONJAR

A UNIT OF IHRD, GOVT. OF KERALA

Poonjar Thekkekkara P.O., Kottayam Dist. PIN.686 582

NO DUES CERTIFICATE FOR FACULTY & STAFF

1	NAME OF THE EMPLOYEE	
2	DEPARTMENT	
3	DATE OF JOINING	
4	DATE OF RELIEVING AND THE REASON	
5	MOBILE NUMBER	
6	E-MAIL ID	
7	ADDRESS FOR COMMUNICATION	

Date:

Signature of the Employee

CLEARANCE OF DUES

A. PARENT DEPARTMENT

Sl.No	Name of the LABS/ UNITS	Certification	Name & Dated Signature of the officer in charge
1			
2			

Recommendation of the Head of Parent Department

Signature with date:

Name:

B. RECOMMENDATIONS OF THE HODS OTHER THAN THE PARENT DEPARTMENT

Sl. No.	Name of the Department	Recommendation of the HoD	Signature with date
1			
2			
3			
4			
5			

C. GENERAL

Sl.No	Name of the LABS/ UNITS	Certification	Name & Dated Signature of the officer in charge
1	COLLEGE BUS		
2	HOSTEL		
3	LIBRARY		
4	OFFICE – ACCOUNTS		
5	ID CARD SURRENDERING/ESTABLISHMENT		

Name and Signature of the AA/SS

Dr./Mr./Ms. Faculty/ staff ofDepartment of this institution has no dues and he/she is eligible for getting the pending salary if any / Notice Pay and Experience Certificate.

PRINCIPAL