



**V J T I**

**Veermata Jijabai Technological Institute**

H. R. Mahajani Marg, Matunga, Mumbai-400019

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**NO DUES CERTIFICATE 'B':** For Faculty/Staff  
**(To be submitted on the last day of Service at the Institute)**

To,  
The Director  
V.J.T.I.,  
Matunga, Mumbai-400019

- 1) This is to certify that Shri/Smt. \_\_\_\_\_ has retired/resigned from the services of this Institute and handed over the charge of his/her post to me on \_\_\_\_\_. There are no dues against him/her in this Department as on \_\_\_\_\_.

**(Head of \_\_\_\_\_ Department)**

- 2) Shri/Smt. \_\_\_\_\_ has returned all the books/ periodicals issued to him/her. There are no dues outstanding against him/her in this Department.

**(Librarian)**

- 3) There are no dues outstanding against Shri/Smt. \_\_\_\_\_.

**(IT Infrastructure- Incharge)**

- 4) Shri/Smt. \_\_\_\_\_ has returned the Identity Card issued to him/her.

**(Supdt. Stores)**

- 5) Shri/Smt. \_\_\_\_\_ has vacated the Servant Quarters on \_\_\_\_\_ allotted to him/her and there are no dues against him/her.

**(Principal Rector, VJTI Hostels)**

- 6) There are no dues outstanding against Shri/Smt. \_\_\_\_\_.

**(Secretary, VJTI Karmachari Patpedhi)**

- 7) There are no dues and advances outstanding against Shri/Smt. \_\_\_\_\_ in this section.

\_\_\_\_\_  
Establishment Section

\_\_\_\_\_  
Bill Clerk

\_\_\_\_\_  
Income Tax Clerk

\_\_\_\_\_  
Accounts Officer

Forwarded to The Director, for necessary action.