



V J T I

Veermata Jijabai Technological Institute

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

NO DUES CERTIFICATE 'A': For Faculty/Staff
(To be submitted before 3 months of retirement)

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

- 1) This is to certify that Shri/Smt. _____ is due to retire from the services of this Institute and there are no dues against him/her in this Department as on _____.

Dated: _____ (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 as on _____.

Dated: _____ (Librarian)

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

Dated: _____ (IT Infrastructure- Incharge)

- 4) Shri/Smt. _____ has not vacated the Servant Quarters allotted to him/her. He/She has submitted an undertaking that he/she will vacate the Quarters allotted to him/her on _____.

Dated: _____ (Principal Rector, VJTI Hostels)

- 5) There are no dues outstanding against Shri/Smt. _____.

Dated: _____ (Secretary, VJTI Karmachari Patpedhi)

- 6) There are no dues outstanding against Shri/Smt. _____ in this section as on _____.

Establishment Section

Bill Clerk

Income Tax Clerk

Accounts Officer

Dated: _____

Forwarded to The Director, V.J.T.I., for necessary action.