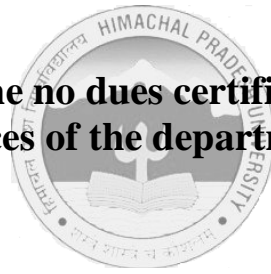


Application form showing the no dues certificate obtained from respective offices of the departments



The Finance Officer,
H.P. University, Shimla.

THROUGH PROPER CHANNEL

Sir,

1. I have retired/resigned finally from the H.P. University and resignation has been accepted w.e.f..... Dated.....Vide Office Order No..... dated.....
2. My Provident Fund Account No. is
3. I request that entire amount at my credit with interest due under the rules may be paid to me.

Signature.....

Name.....

Designation.....

Residential Address.....

Date.....

.....

CERTIFICATE BY THE HEAD OF THE DEPTT./BRANCH WHERE THE APPLICANT HAS WORKED BEFORE RETIREMENT/RESIGNATION

1. Certified that Sh..... Has been relieved of his duties as..... on(FN/AN) with reference to the Registrar Office Order No..... dated..... and it is certified that nothing is due from him/her so far the branch/deptt. is concerned.

Signature with seal of the Office

2. It is certified that nothing is due from so far S.P. Office is concerned.

Store Purchase Officer

3. It is certified that Sh..... was not allotted any house/was allotted the house and the same has been vacated by him on..... and also certified that nothing is due from him so far Estate Office is concerned.

Estate Officer

4. It is certified that nothing is due form Sh..... Borrower No..... so far University Library is concerned.

University Librarian

5. It is certified that nothing is due from Sh..... So far Account-II is concerned.

Section Officer (A/C-II)

6. It is certified that nothing is due from Sh..... so far University Guest House is concerned.

Incharge, University Guest House

7. It is certified that nothing is due from Sh..... so far as the HPU Non-teaching/Teaching Employees Co-operative Urban Salary Earners Thrift and Credit Society, Shimla is concerned.

Secretary/President with seal of Society

8. It is certified that nothing is due from Sh..... Has been settled and nothing is due from him/her so far Accounts-I is concerned. The applicant is further forwarded to Establishment Branch for further necessary action.

Section Officer (A/C-I)

FOR USE IN THE ESTABLISHMENT BRANCH

9. It is certified that Sh..... Has finally retired/discharged/dismissed/resigned from the University w.e.f..... vide Office Order No..... dated..... and has been relieved of his duties on..... (FN/AN). He completed his probation period on.....and was confirmed w.e.f..... final payment his Provident Fund accumulation be made to him/her as per University rules.

Deputy Registrar (Estt.)

Finance Officer,
H.P. University,
Shimla-5

Endst. No..... dated.....

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- Note: 1. All final payment applicant be routed through proper channel. No direct application will be entertained to this office (PF Cell).
2. All correspondence for settlement of any recover/outstanding dues/charges of sear etc. by any of the Branch/Deptt./Office as mentioned in application form may be made directly by the concerned branch with the subscriber.
3. Necessary change for the staff of ICDEOL an AERC/CCS if required in any of the columns of this application form be made accordingly by the concerned offices/Deptt.
4. In case of death of subscriber, the nominee/heir must attach a copy of the succession certificate.