

**IRCON INTERNATIONAL LIMITED**  
(A Government of India Undertaking)

**“NO DUES CERTIFICATE”**

to be furnished in respect of employees being transferred to other Projects / superannuating / retiring / resigning / opted for VRS / terminated from service / deputationists returning back to parent department / proceeding on deputation to other departments / proceeding on foreign assignment  
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Shri / Smt. / Ms. \_\_\_\_\_,  
(Desgn.), \_\_\_\_ (Emp Code No.) \_\_\_\_\_(Project) \* is being relieved on transfer to \_\_\_\_\_ project / retiring / has resigned / opted for VRS / terminated / Deputationist returning back to parent department / proceeding on deputation to other departments or on foreign assignment w.e.f. \_\_\_\_\_.

2. The Departments concerned are advised to issue “No dues / demand certificate” in respect of the above-mentioned employee.

\* *Strike out whichever is not applicable.*

\_\_\_\_\_  
(Signatures of the dealing HRM Officer)

**NOTE:** Please ensure that each item / column must be specifically replied or filled in with the words “NIL” / “NOT APPLICABLE” and should have the signature of the Sectional Head.

**INFORMATION / DECLARATION FROM THE EMPLOYEE**

I hereby declare that –

		<u>S.No.</u>	<u>From</u>	<u>To</u>	<u>Country</u>
1	I was deputed for foreign assignment and details of foreign assignments are furnished:				
2	On account of foreign assignment, I have signed the Bond, the details of which are -				
3	On account of training, I have signed the bond, the details of which are -				
4	Schedule of Powers - If received, whether returned or not. (Note – This is to be returned to Company Secretary)				
5	Power of Attorney - If issued, whether returned and / or cancelled. (Note – This is to be returned to Company Secretary)				
6	I stood surety for other IRCON employees for obtaining House Building Advance; Multipurpose advance; Festival advance; Vehicle advance; Festival advance, Advance from Thrift & Credit Society, executing bond for foreign Assignment; executing bond for training, etc. The details of which are -				
7	No outstanding amount pending against additional mobile connection for residence				
8	Date of completion of additional qualification for which incentive has been taken from IRCON for acquiring higher/additional qualifications.				

\_\_\_\_\_  
*Signature of the employee*

**(1) ACCOUNTS SECTION**

a)	<b>House Building Advance</b> , if any. If yes, please indicate outstanding amount along with interest	Amount: Rs. _____ Interest: Rs. _____ Total: Rs. _____
b)	<b>Conveyance advance</b> , if any. If yes, please indicate outstanding amount along with interest.	Amount: Rs. _____ Interest: Rs. _____ Total: Rs. _____
c)	<b>Tour advance outstanding, if any.</b> (including foreign tours)	
d)	<b>LTC Advance</b> outstanding, if any	
e)	<b>Medical Advance</b> outstanding, if any	
f)	<b>Return of credit card</b> as well as clearing any private payments by the employee thereon.	
g)	<b>Advance from Credit &amp; Thrift Society</b> outstanding, if any	
h)	<b>Any other dues / amount recoverable</b> (including medical advance)	

**(2) HRM SECTION**

a)	<b>Applicable to employees having Company Leased Accommodation</b> – whether “No dues” and ‘vacation’ certificate from the landlord, has been received. If not, details thereof.	
b)	<i>(Not required on account of transfer within Ircon)</i> Details reg. recovery of bond amount executed on account of foreign assignment, if any.	
c)	<i>(Not required on account of transfer within Ircon)</i> Details reg. recovery of bond amount executed on account of fresh appointment, if any.	
d)	Whether any disciplinary action is pending / contemplated against the employee	
e)	<i>(Not required on account of transfer within Ircon)</i> Whether any incentive is taken from IRCON for acquiring additional / higher qualification during the last one year from the date of resignation. Any recovery is due from employee. If so, amount.	

**(3) ELECTRICAL SECTION**

a)	Whether electrical equipments issued for use in office has been returned? If not, details thereof and amount to be recovered be stated.	
b)	Whether electrical equipments like A/c, Inverter etc. issued for use at residence has been returned? If not, details thereof and amount to be recovered be indicated.	
c)	Recovery of electricity charges in case of Company’s residential accommodation	

**(4) S&T SECTION**

a)	Whether telephone equipment provided at residence has been received back? If not, details thereof and the amount to be recovered be indicated.	
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b)	Recovery of Telephone charges.	
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**(5) I.T. SECTION**

Whether Computer equipment & internet connection at residence / office have been received back? If not, details thereof & amount to be recovered be indicated.	
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**(6) LIBRARY**

Whether Books issued have been received back? If not, details thereof and amount to be recovered be indicated.	
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**(7) GENERAL ADMN**

Whether identity card, office vehicle and other general articles issued have been received back? If not, details thereof and amount to be recovered be indicated.(Briefcase can be retained)	
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**(8) CONTROLLING OFFICER / PROJECT INCHARGE –**

Whether the Power of Attorney & SOP, if any, issued in favour of the employee has been received back and forwarded to Company Secretary for cancellation/necessary action.	
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**(9) COMPANY SECRETRAY CELL – (Applicable for Project/ Functional Head, only)**

Whether the Power of Attorney & SOP, if any, issued in favour of the employee has been received back.	
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**(10) Q M Section**

Whether Quality Manual and other controlled documents issued to the employee, if any have been returned by him / her.	
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**10. CONFIDENTIAL CELL**

All the ACRs of Officers/staff working under the officer have been submitted.	
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Signatures of the Functional Head / Project Head \_\_\_\_\_

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

**Forwarded to HR section Corporate office, New Delhi.**