

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
/*****

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				

Signature of the employee

(1) ACCOUNTS SECTION

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

(2) HRM SECTION

a)	Applicable to employees having Company Leased Accommodation – whether “No dues” and ‘vacation’ certificate from the landlord, has been received. If not, details thereof.	
b)	Details of bond for training executed, if any.	
c)	Details of bond for foreign assignment, executed, if any.	
d)	Whether any disciplinary action is pending / contemplated against the employee	
e)	Any other dues recoverable as per records of HRM	

(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.	
b)	Recovery of Telephone charges.	

(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) 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: _____

FOR USE IN CORPORATE OFFICE, NEW DELHI

1.	HRM / FE Section – Amount of bond to be recovered, if any, on account of foreign assignment.	
2.	HRM / Training Section – Amount of bond to recovered, if any, on account of training.	
3.	Company Secretary – Power of Attorney & SOP, if issued. Whether received back?	