



Indraprastha Institute of Information Technology, Delhi

(A State University, established by Government of NCT Delhi)

Okhla Industrial Estate Phase III, New Delhi-110020

Website: <http://www.iiitd.ac.in>

IIITD/HR/PF-53/2012

14th December 2023

NO-DUES CERTIFICATE

.....(Name & Designation) is likely to be relieved w.e.f. The concerned cell/
section In-charge may issue the no dues certificate against him to settle his dues:

S. No	DEPARTMENT/DIVISION	DUES (If Any)	SIGNATURES
1	Internships & Placements <ul style="list-style-type: none">Any relevant dues		
2	Academics <ul style="list-style-type: none">Plan for upcoming examination, evaluation and moderation for winter semester 2023Plan for pending IP/IS/UR/BTP/M.Tech. Thesis evaluationPlan for Ph.D. student arrangementsTransfer of Academic Positions work.Any other relevant dues		
3	Library & Information Centre <ul style="list-style-type: none">Books/Kindle/other learning submissionsAny other relevant dues		
4	Stores & Purchases <ul style="list-style-type: none">Project PurchasesBuy back process managementSubmission of purchased/issued assets, if applicableAny other relevant dues		
5	System Admin & Networking <ul style="list-style-type: none">Issuance of IT assetsDeactivation of Institute's server login accountRemoval of email account from groupsDeactivation of domain/VPN account and network connectivityAny other relevant dues		
6	IRD <ul style="list-style-type: none">Advance SettlementOngoing projectsProject asset reconciliationMoU, IP & TT agreementRole as PI or Co-PITransfer/termination of project staff, RAs and PhD students from projectsSettlement of negative balance in projects, If anyAny other relevant dues		
7	Facilities/Estate Office <ul style="list-style-type: none">Faculty flat with keysAC RemoteCabinet keys		



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	<ul style="list-style-type: none">• State of furniture/equipment as per inventory• Spl facility of table chair, if any• Utility charges• Guest house & Swimming pool fees, if any• Deactivation of Labs access		
8	Student Affairs <ul style="list-style-type: none">• Hostel related dues• Sports related dues• Any other relevant dues		
9	Department Office (ECE) <ul style="list-style-type: none">• Course allocation for next semester• Membership of Department service committee• Issuance of Department equipment• HOD's approval• Any other relevant dues		
10	Incubation Center <ul style="list-style-type: none">• Any relevant dues		
11	Finance & Accounts <ul style="list-style-type: none">• Advances• Recoverables• License Fee• WDV of any asset• Any other relevant dues		
12	Director's Office <ul style="list-style-type: none">• Any relevant dues		
13	DoFA Office <ul style="list-style-type: none">• Any relevant dues		
14	Human Resources <ul style="list-style-type: none">• ID Card submission• DoFA's Approval on resignation and notice period waive off/Lien etc.• Any other relevant dues		

Encl. Certificate of transfer of Charge

(Dr. Deepika Bhaskar)
Registrar



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CERTIFICATE OF TRANSFER OF CHARGE

Certified that I /we..... have in the forenoon / afternoon on..... (date) respectively handed over and received charge of the all files/data/records/information.

Employee Receiving Charge

Relieving Employee

Designation.....

Designation.....

Department.....

Department.....

Signature with date.....

Signature with date.....

Notes:

1. Relieving employee is required to attach the following along with this certificate:
 - a. list of data (prepare a list of soft data folders and).
 - b. list of duly completed files/lab records.
 - c. List of vendors with contact details.
 - d. List of various websites used, user Ids and passwords.
 - e. Any other details/list/information.
2. Head/Division-in-charge of the relieving employee must ensure the proper handover of the data at 1st level.
3. A copy of the soft information with suitable title is to be kept in IT Department as backup at 2nd level post confirmation from the Head/Division-in-charge.
4. Employee taking over the charge/handover shall ensure the completeness of the information/data.