



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/Office of Chairperson/02

Date: 06.08.2018

CIRCULAR

While reviewing the long pending advances, it has been observed in some cases that the officials/officers responsible for settlement of advance has already retired /repatriated /left CBSE without adjustment of the advance.

It has also been observed that CBSE does not follow the practice of obtaining No Dues Certificates from all the offices. Format of No Dues Certificate is enclosed to be followed strictly while relieving the concerned on transfer/ retirement / repatriation/ resignation or deputation from any office, including Regional Offices/ COEs and any Unit within Head Quarter.


(Anita Karwal IAS)
Chairperson CBSE

Circulation

1. SPS to Secretary, CBSE
2. Head / In-charges of all the ROs/Units/COEs
3. PA to IAFA



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
NO DUE CERTIFICATE

To,
The ROs/ Units/ COEs
O/o the place of various postings
Sir,

Date:

Sub: No Dues Certificate in the case of Shri/ Smt / Ms - regarding

With reference to the subject captioned above, it is to inform you that Sri/ Smt/ Ms..... is retiring/ repatriating/ transferred/ resigned etc. from this office. You are requested to kindly intimate if there is any dues outstanding against him/ her while he was working in your office during the undermentioned period.

Name of Employee:.....			
Region/ Unit:.....			
Date of Joining :.....			
Date of Relieving :.....			
Item Due	Remarks		Remarks
1. Personal Advance			
2. Third Party Advance			
3. Movable Assets			
Telephone/Mobile Phones a. Official b. Residential		Duplicate keys of Rooms	
Computers & its accessories		Key of steal almirah	
Laptop		Hot Case/Electric Kettle	
Portable Hard disk		Heat Convector	
Fax Machine		Room Coolers	
Photocopier		Table Fans	
Paper Shredder		AC Remote	
UPS/CVT/Stablzer		Emergency Lights	
Scanner		Calculator	
Wall Clocks		Thermos Flasks	
Publications/ Library books		Crockery Set	
Digital organiser		Any other Item	

Yours faithfully,

Administration Incharge