

**Performa For Requesting No-Dues Certificate**

To,

The Sr. Librarian

Sir,

I,(Name in Capital Letters).....S/o,D/o,W/o....., have returned all the library Book/Items/Documents issued to me and deposited all the dues, if any, standing in my name till date in library records.

Therefore, you are requested to grant your necessary permission for issuing NO-DUES\_CERTIFICATE.

Thanking You,

**Date:**

**Sincerely Your's**

**Institute Employee/Enrollment No.:**

**Name:.....**

**Contact No:**

**Course/Batch:.....**

**E-mail ID:**

**Designation:.....**

**Reason of NO-Dues.**

**1. Resignation**

**2. Tenure Completion**

**3. Course Completion**

**4. Examination**

**5. If other, please specify.....**

**{For Office Use Only }**

**Library Membership.: (Registered/Not Registered) .....**

**(Signature)**

**Remarks, if Any-**

**Sr. Librarian**

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