

Institute of Home Economics
(University of Delhi)
F-4, Hauz Khas Enclave, New Delhi-110016

CLEARANCE CHIT (TO BE FILLED IN DUPLICATE)
THIS IS AN IMPORTANT DOCUMENT AND SHOULD BE SIGNED CAREFULLY:

1. Name: Mr./Ms./Mrs. _____
2. Designation: _____
3. Date of retirement/resignation/
Termination _____
4. Any Book/Dues pending at Library

(Librarian)
5. Attendance Registers

(Dealing Asstt./S.O. (Admn.))
6. Whether surety given in the study Leave
bond of any other teacher, if yes,
the position of that Bond

(S.P.A/Dealing Asstt.)
6. A. Whether study leave availed, if yes,
whether Bond filled, if not, position

(S.P.A/Dealing Asstt.)
7. There are no dues to the Laboratory/
Sport's _____
(Lab. Asstt./Dealing Asstt. D.P.E)
7. A. There are no dues to the University/
College under House Building Advance
Car/Scooter/Cycle advance. If yes,
the exact position of the advance.

S.O. (A/c's) Dealing Asstt. D.P.E)
8. There are no. dues to the College

S.O. (A/c's)
10. I declare that there is nothing due to the
College/University from me. Any dues if found
recoverable by U.G.C./ University/Auditors, I
undertake to remit the same

(Signature of the Employee)

ORDER

In view of the above accounts to be settled.

Dated:_____

Director