

**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