

**NO DUES CERTIFICATE**

- Name of the Official & Designation : \_\_\_\_\_
- Department/Section where posted : \_\_\_\_\_
- Date of Retirement/Death/VRS/Reliving : \_\_\_\_\_
- Address of Correspondence : \_\_\_\_\_
1. Head of the concerned deptt. or its nominee. : \_\_\_\_\_
  2. Head Computer Centre : \_\_\_\_\_
  3. Supdt./Incharge of Estt. Section. or its nominee : \_\_\_\_\_
  4. Cashier : \_\_\_\_\_
  5. Supdt./Incharge of Billing Section or its nominee : \_\_\_\_\_
  6. Storekeeper General : \_\_\_\_\_
  7. Chairman Library or its nominee : \_\_\_\_\_
  8. Chairman Sports or its nominee : \_\_\_\_\_
  9. Estate Officer or its nominee : \_\_\_\_\_
  10. O/I Guest House : \_\_\_\_\_
  11. Drawing & Disbursing Officer Store Purchase Section : \_\_\_\_\_
  12. Whether occupying Govt. House : \_\_\_\_\_  
If so, give particulars along with period.

Certified that Mr./Ms. \_\_\_\_\_ has actually performed his/her duties upto \_\_\_\_\_.

Signatures of Head of Concerned  
Deptt./Supdt./In-charge or nominee



**PUNJAB ENGINEERING COLLEGE, CHANDIGARH**  
**(Deemed to be University)**

**SURETY BOND**

I, \_\_\_\_\_ S/D/W of \_\_\_\_\_ working as \_\_\_\_\_, a permanent employee in PEC University of Technology, Chandigarh do hereby stand surety for Sh./Smt. \_\_\_\_\_ who has retired or otherwise left PEC University of Technology, Chandigarh on \_\_\_\_\_ and who is in occupation of House No. \_\_\_\_\_ in PEC University of Technology, Campus in regarding regular payments of license fee, electricity and water charges in respect of the above said house or any other official residence at Chandigarh which might have remained in his/her possession from time to time up to the date of vacation of such house/residence.

I further undertake that I will not withdraw this surety at any stage till it is finally discharged.

I authorize the Estate Officer, PEC University of Technology, Chandigarh to recover the outstanding arrears of license fee, electricity and water charges, if any found against the said Sh/Smt. \_\_\_\_\_ by the due date.

I certify that I have not previously furnished/stood surety for any other retiree.

My date of retirement is \_\_\_\_\_

Signature of Surety \_\_\_\_\_

Correspondence address of surety

Permanent address of surety

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent address of Retiree

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTER SIGNED**

Signature (with seal) of the Drawing and Disbursing Officer