

NO OUTSTANDING CERTIFICATE FORM

National Pension and Provident Fund

DATE:

This is to certify that there are no outstanding dues in the form of un-returned office equipment/furniture/documents/phones etc. or cash advances against Mr./Mrs.....

This may be treated as **NO OBJECTION CERTIFICATE** for the purpose of transfer/resignation/separation (tick the appropriate one). In testimony whereof, the undersigned officials have affixed their signature hereunder:

Sl#	Name, Designation & Department	Remarks	Signature
1 Finance		
2 Stores		
3 HRD		
4 ICT		
5 Credit		
6 Real Estate	<i>E.g Flat occupancy matter</i>	

Countersigned:

Head, HRD

Note: **Office Equipment** will include desk tops, lap tops, external drives, printers, telephone, UPS, extension cords, heaters, fans, **furniture** will include all items such as table, chair, drawers, sofa, visitor chairs, dewans, picture frames etc; **Finance** will verify for outstanding dues including cash advances and unsettled audit memos; **Other departments** will verify for items lent out or issued or in complete, etc.

HRD shall ensure such items are included in the handing-taking list.