



Indian Institute of Technology Indore

R&D Office

NO DUES

Date : ___/___/_____

It is requested to indicate if there are any dues outstanding against Ms./Mr./Dr..... working as..... at IIT Indore joining date under the supervision of Dr./Prof.Department.....residing at JCB/Hostel(Name of the hostel) unit no.....dateon which intent to vacate the unit.

S No.	Department / Center/ Section	Signature	Remarks
1	Supervisor/ PI		
2	Concerned Laboratory I/C		
3	HoD		
4	Central Library		
5	Academic Office		
6	Purchase Section / MMS		
7	Office of Chief Warden		
8	IRAC		
9	SIC		
10	Central Stores		
11	Infrastructure Office		
12	Central Workshop I/C		
13	Sports Officer		
14	Finance & Account Section		
15	Student Affairs		
16	CIIEIR Office		
17	Security Office		
18	Health Center		
19	IT / Computer Center		
20	Guest House and Hospitality		
21	R&D Section		

Signature of Student

1. Project Staff/ Fellow who would like to take No Dues, must fill up this form, sign it and send it to following email ids to noduesrnd@iiti.ac.in CC: Concerned PI - Concerned Head of Department- Concerned Laboratory I/C.
2. Above mentioned office must intimate R&D Section rndsection@iiti.ac.in if any dues/ recoveries to be adjusted it will be from the last month salary.
3. If no-reply received from the concern office within 3 working days, it will be treated as no-dues.