

# No Dues Certificate

## To Whomsoever It May Concern

This is to certify that **Mr./Ms.** \_\_\_\_\_,  
holding Employee ID/Student ID/Reference No.: \_\_\_\_\_  
has completed all necessary clearances and formalities, and as of the date shown below, there are no dues  
outstanding against him/her with respect to our organization/institution.

**Department/Section:** \_\_\_\_\_

**Period of Engagement:** \_\_\_\_\_

**Date of Issue:** \_\_\_\_\_

This certificate is being issued at the request of the above-named individual for their own record and further  
needful.

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Authorized Signatory  
(Company/Institution Seal)

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Date

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### Important Notes:

- No Dues Certificate confirms the individual has cleared all financial and material obligations.
- It may be required during resignation, transfer, graduation, or completion of a certain period.
- Ensure all concerned departments have signed off before issuing this document.
- Any pending liabilities discovered later will be addressed as per organization policy.