



खनिज एवं पदार्थ प्रौद्योगिकी संस्था  
INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY

(Formerly Regional Research Laboratory)  
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
Council of Scientific & Industrial Research

भुवनेश्वर - 751013, ओड़िशा, भारत, Bhubaneswar - 751013, Orissa, INDIA

**NO DEMAND CERTIFICATE**

1 Name & Designation :

2. I. D. No. :

3. Reasons for leaving :

4 Expected date of leaving/relief :

5. Duration of leave (in case of  
study leave etc.) :

Signature of the person  
with date

6. Whether the officer under whom  
the person concerned is working  
has any objection to relive him, if  
not, when can he be conveniently  
relieved, and also certify if any-  
thing is outstanding against him.

Signature of HOD  
with date

7. There is nothing outstanding against  
him from the Non-consumable Stores,  
issued in his name.

St. Asst,

S & PO (St.)

8. There is nothing outstanding against  
him from the Assets Stores, issued in  
his name.

St. Asst,

S & PO (St.)

9. There is nothing outstanding against  
him from the Workshop Non-  
consumable Stores, issued in his  
name.

Officer-in-Charge,  
Workshop

10. There is nothing outstanding against  
his name from library.

Officer-in-Charge,  
Library

11. Whether any telephone instrument is  
outstanding against his name.

Officer in-Charge,  
Telephone

12. Whether any O.B. amount is outstanding against his name. Finance & Accounts Officer
13. No advance is outstanding against his name. Cashier
14. Whether anything is outstanding against him towards recoveries such as overdrawal of pay and allowances etc. Dealing Asst. (Bill Sec.)
15. Whether he has vacated the council accommodation & handed over Almirah Keys if any. Civil Engineer  
(Colory Maintenance)
16. Whether he has paid licence fee, electricity and water charges till date of vacation. Dealing Asst. (Gen. Sec.)
17. Whether any telephone bill(s)/Staff Car bill(s) are outstanding against him. Dealing Asst.
18. Whether ID Card returned. Dealing Asst.
19. Whether any laboratory materials are outstanding against his name. Officer-in-Charge  
Laboratory Maintenance
20. Whether he has taken bank loan from SBI RRL Branch/Puri Gramya Bank, Pahal Branch or stood surety for any employee if so, whether he has produced a clearance certificate from the concerned bank Dealing Asst. S.O.
21. Whether he has returned Rain.coat/ Umbrella / Liveries / Shoes ( in case of Group D Employees) St. Asst. S & PO
22. Signature of the Section Officer (Establishment-II) Section Officer, E-II