

INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY  
(Council of Scientific & Industrial Research)  
BHUBANESWAR-751013

**NO DEMAND CERTIFICATE FOR PA/JRF/SRF etc.**  
(TO BE SUBMITTED AT → R&D PLANNING DEPARTMENT)

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1. Name: ..... I.D. No. : ..... Post: .....
  2. Project No: ..... Project Leader: ..... Div./Sec.:.....
  3. Reasons for leaving: .....
  4. Expected date of leaving/relieve: .....

**Signature of the Person**  
**Date:.....**

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5. (a) The person concerned has handover all Records/Data etc. and may be relieved.  
(b) The person concerned served one month notice / shall deposit one month stipend in case of his/her resignation (please tick the relevant).

**Signature of the PL**  
Date:.....

**Signature of HOD**  
Date: .....

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|---|---------------|----------------------|
| 6. Nothing is outstanding against his/her name from the <b>Stores</b> ,                                     | St. Asst.     | S.O.(S&P.)           |
| 7. Nothing is outstanding against his/her name from the <b>Workshop</b>                                     |               | In-Charge Workshop   |
| 8. Nothing is outstanding against his/her name from the <b>Library</b>                                      |               | In-Charge, Library   |
| 9. S/he has vacated the council <b>accommodation</b> & handed over Almirah/ Keys if any.                    |               | Ex. Engineer (Civil) |
| 10. S/he has paid licence fee, electricity and water( <b>L.E.W.</b> ) <b>charges</b> till date of vacation. | Dealing Asst. | SO(G)                |
| 11. <b>ID Card</b> has been returned  | Dealing Asst. | SO(G)                |

**Contd...P-2.**

- 12. No **laboratory materials** is outstanding against his/her name Laboratory Supervisor
  
- 13. No **O.B.** amount is outstanding against his/her name S.O.(F&A)/FAO
  
- 14. No **advance** is outstanding against his/her name Cashier
  
- 15. Nothing is outstanding against his/her name towards recoveries of **over-drawal** of pay and allowances etc. Dealing Asst. (Bill Sec.)

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SPACE FOR OFFICE USE

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