



SAMBALPUR UNIVERSITY

Jyoti Vihar, Burla
Sambalpur (Odisha)
Pin-768019

No. 989 /Estt.III

Date: 17/02/2023

OFFICE ORDER

It is for information of all concerned that the Vice-Chancellor has been pleased to approve the new format for No Dues Certificate (NDC) in respect of regular teaching and non-teaching employees who are going to retire/resign/leave from the university service.

Henceforth, the NDC form of the above employee will be initiated by Estt-II/III, as the case may be, in a file ordinarily before two months prior to retirement on his/her superannuation. However, in all other cases the same may be initiated after approval of the authority to relieve the employee. In case of death of an employee the same may be initiated after getting death certificate/legal heir certificate/other requisite documents.

All Section/Department/Unit are required to give their clearance or mention the dues, if any, and forward the form along with the file to the next Section/Department/Unit mentioned in the form immediately.

This may be treated as most urgent and unnecessary delay may be viewed seriously.

This order will take immediate effect.

By Order of Vice Chancellor

[Signature]
Registrar 17/2/23

Memo No. 990 /Estt.III

Date: 17/02/2023

Copy forwarded for information and necessary action to:-

1. The Chairman, P.G. Council, Co-ordinator, NPS.
2. The Comptroller of Finance, Sambalpur University.
3. The Principal, L.R. Law College, Sambalpur/Jyoti Vihar Junior College/Headmaster, Jyoti Vihar High School.
4. Medical Officer, University Health Centre/OIC, University Guest House/Librarian, Central Library, Sambalpur University.
5. Director, e-Gov. & Nodal Centre. **He is requested to upload the office order in the university website.**
6. All Officers/All HoDs/Director, Students' Welfare CDC/RDC/UGC-HRDC/SUIIT/CDOE/PEC/e-Gov/Warden P.G. Hostel/Co-ordinator, NPS, Sambalpur University.
7. All Section Officers/P.S. to Vice-Chancellor/P.A. to Registrar/Type Superintendents, Sambalpur University.

[Signature]
Registrar 17/2/23