



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101

West Godavari District, Andhra Pradesh, India

No. NITANP/ODFA/No-Dues/20__ /

Date:

NO DUES (for Regular employees Level-10 and above)

Name of the Employee : Employee ID :
Designation : Type of Appointment : Regular
Dept./Section/Cell/ Centre/Office : Contact/ Mobile No. :
Date of joining the institute : Personal E-mail ID :
Current Postal Address :
for any communication
Permanent Address :

S. No.	Name of the Office	Declaration of signing authority	Authorized Signature of the Office with Seal
1.	Central Library	All library material was returned and no financial dues are pending at this office	OIC/ Chairperson
2.	Institute Guest House & Logistics	No financial dues are pending at this office	FIC/ OIC
3.	Institute Health Centre	No financial dues are pending at this office	OIC/AD
4.	Pay and Accounts	No financial dues are pending at this office	OIC/ Dean(P&D)
5.	Material Management & GeM	No asset/ material from this office lies with him/her/her & No financial dues are pending at this office	OIC/AD



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6.	Web, Network, CCTV & Teleservices	No asset/ material from this office lies with him/her/her & No financial dues are pending at this office	OIC/AD
7.	Estate Maintenance Wing	No asset/ material from this office lies with him/her/her & No financial dues are pending at this office	OIC/AD
8.	Estate Infrastructure Establishment	No asset/ material from this office lies with him/her/her & No financial dues are pending at this office	OIC/AD
9.	Sponsored Research & Industrial Consultancy	No asset/ material from this office lies with him/her/her & No financial dues are pending at this office. Also, the address and present employment/ pursuing/ occupation details, if any are registered at this office	OIC/AD
10.	Hostel	No asset/ material from this office lies with him/her/her & No financial dues are pending	DCW/CW
11.	Centre for Physical Education & Sports	No asset/ material from this office lies with him/her/her & No financial dues are pending at this office	Sports Officer/AD
12.	Internal Audit Cell	No asset/ material from this office lies with him/her/her & No financial dues are pending at this office	OIC/ Registrar
13.	Security, Surveillance & Fire Safety Operation	No asset/ material from this office lies with him/her/her & No financial dues are pending at this office	FIC/OIC/Registrar
14.	Department of Biotechnology	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	HOD/S



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15.	Department of Chemical Engineering	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	HOD/S
16.	Department of Civil Engineering	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	HOD/S
17.	Department of Computer Science & Engineering	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	HOD/S
18.	Department of Electrical Engineering	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	HOD/S
19.	Department of Electronics & Communication Engineering	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	HOD/S
20.	Department of Metallurgical & Materials Engineering	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	HOD/S
21.	Department of Mechanical Engineering	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	HOD/S
22.	School of Sciences	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	HOD/S
23.	School of Humanities & Management	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	HOD/S



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24.	Computing & Data Centre	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	HOD (CSE)
25.	Office of Dean, Planning & Development	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	Dean, P&D
26.	Office of Dean, Research & Consultancy	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	Dean, R&C
27.	Office of Registrar	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	OIC/ Registrar
28.	Office of Director	No asset/ material from this department lies with him/her/her & No financial dues are pending at this office	OIC/ Registrar

OIC: Assistant/ Deputy/ Joint Registrar of respective section or Assistant/ Executive Engineer or Assistant/ Deputy Librarian of respective offices/ section/ centres/ cell

HOD/S: Head of Academic Department or School

AD: Associate Dean of respective offices/ section/ centre/ cell

Forwarded by

Head of the respective Dept./Sec./Cell/Centre/Off.

Accepting Authority

Director/ Dean (Faculty Affairs)