

Department of Earthquake Engineering
Indian Institute of Technology, Roorkee

Instructions to Applying for No-Dues

Students are required to assure the following points before applying for the No-Dues.

1. Return overdue books and pay overdue fine, if any.
2. **BACKUP POLICY:** Take the backup of all necessary work/project/mail/other data from the computer lab, if any.
3. Return the all necessary keys to the department, if any.
4. Return all the issued equipment/instrument/Data card/Camera to the concerned lab, if any.
5. Attach the declaration duly filled in and signed by the applicant in the Annexure-I.

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DECLARATION

I, hereby certify that to the best of my knowledge, have no dues towards the institute, as on the date of my leaving the institute. In case any due is found at a later date, I hereby give my consent to pay the due to the Department immediately.

Place:

NAME & SIGNATURE OF THE STUDENT

Date: