

Government of India
Ministry of Communications
Department of Telecommunications
(PAY BILL SECTION)

No. F.1-26/2014-PB

Dated/...../.....

SUBJECT:- CLEARANCE CERTIFICATE ABOUT GOVERNMENT DUES

Shri / Smt. Designation
has retired/ resigned/ transferred to w.e.f.
.....(F/N, A/N) vide Order No. Dated.....
(copy enclosed).

S.O. (Admn. I/ II/ III/ IV), S.O. (STG- I, II), A.O (SEA-I, II, III), SNG/ A&E/ CWG, S.O. (G-I, II), S.O. PHA), S.O. (Protocol), A. O. (Computer), ADG (IT-I, II) & S.O. (Library) etc. are requested to kindly indicate below if any amounts, articles, identity or CGHS Cards etc. are outstanding against the officer/ official to enable this Section to issue the LPC.

S.O. (Pay Bill)

S.O. (Admn-IV) – Regarding:-

- (a) HBA
- (b) Motor Cycle/ Car Advance etc.
- (c) LTC Advance
- (d) TA/ TTA Advance
- (e) Computer/ Laptop Advance

Remarks:-

S.O. (Admn-IV)

S.O. (G-I) – Regarding:-

- (a) Identity Card
- (b) Brief Case
- (c) Calculator
- (d) Furniture
- (e) Other Govt. articles

The officer/ official is in possession of the Estate/ DOT/ NTR Quarter No.
and has/ has not vacated the same. The officer/ official has been requested to take NOC from the Directorate of Estates.

Remarks:-

S. O. (G-I)

Concerned Admn. – Regarding: - (Is there any government due(s) if so please mention in details.)

Remarks:

S.O. (Admn. I/ II/III/ IV), S.O. (STG-I, II), A.O. (SEA-I, II, III), SNG/ A&E/ CWG

S. O. (G-II)- Regarding:-
(a) C.G.H.S. Card
(b) IRCTC Smart Card

Remarks:-

S. O. (G-II)

S. O. (Cash) – Regarding:- (Temporary/ Contingency/ Advance/ Interest if any pending against the officer/ official.)

Remarks:-

S.O. (Cash)

S.O. (Library) – Regarding:- (Library Card/ Books etc.)

Remarks:-

Librarian

S. O. (PHP) – Regarding:- Residential Service Telephone Connection (Landline) and Mobile Phone disconnected/ deactivated.

Remarks:-

S.O. (PHP)

ADG (IT-I) – Regarding:- [(a)Computer; (b) Laptop etc.]

Remarks:-

ADG (IT-I)

Administrative Section(s)/ S.O. (Protocol) – Regarding:- (Diplomatic Passport issued/ not issued/ received back from Officer/ Official by DoT)

Remarks:

S.O. (Protocol)

IT Wing (e-Office)- Regarding:- (Deletion of e-office records).

Remarks:-

ADG (IT)/ Director (IT)

AEBAS – Regarding:- (Stoppage of Biometric attendance.)

Remarks:-

S.O. (Admn.I/ II/ III/ IV), S.O. (STG-I, II), A.O. (SEA-I, II, III), SNG/ A&E/ CWG