

**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & I.T.
DEPARTMENT OF TELECOMMUNICATIONS
(PAY BILL SECTION)**

No.....

Dated :/...../.....

Sub: CLEARANCE CERTIFICATE ABOUT GOVERNMENT DUES

Shri/Smt...... **Designation**
has retired/resigned from Govt. service/ has been transferred to
..... w.e.f. (A/N, F/N) vide Order
No. dated

S.O.(Admn.IV), SO (G.I), SO (G.II), SO(PHA), SO(Protocol),AO(Computer),
ADG(Computer), ADG(Cash) & Librarian are requested to kindly indicated below if
any amounts, articles, identity or CGHS Cards etc. are outstanding against the
official/officer to enable this Section to issue the LPC.

S.O.(PB)

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S.O.(Admn.IV) – Regarding:

- (a) HBA
- (b) Car Advance/Cycle etc. advances
- (c) LTC Advance
- (d) TA Advance
- (e) Pay Advance
- (f) Festival Advance

S.O.(Admn.IV)

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S.O.(G.I) – Regarding:

- (a) Identity Card
- (b) Brief Case
- (c) Typewriter
- (d) Calculator
- (e) Furniture
- (f) Bi-cycle Or
- (g) Other Govt. articles
- (h) The official is in possession of the Estates/DCT/NTR Quarter No.
..... and has/has not
vacated the same.

S.O.(G.I)

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Contd..2/-

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S.O.(G.II) – Regarding:

C.G.H.S. Card

S.O.(G.II)

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S.O. (Cash) – Regarding:

Temporary Advance/Interest if any pending against the official/officer

A.D.G.(Cash)

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Librarian – Regarding:

Library cards/books etc.

Librarian

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Librarian(Technical) – Regarding:

Technical Books etc.

Librarian

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S.O.(PHP) – Regarding:

R.S.T.C. for Residential Service Telephone Connection(Land line) & Mobile Telephone

S.O.(PHP)

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Computer (Library) – Regarding:

Computer Books, cards etc.

A.O.(Computer)

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A.D.G.(IT-1) – Regarding:

(a) Computer

(b) Lap Top etc.

A.D.G.(IT-1)

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S.O.(Protocol) – Regarding:

Passport issued/received to the Diplomatic/Official/Officer from DOT

S.O.(Protocol)

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