

Department of Telecommunications
NOC for Last Pay Certificate (LPC)

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

SUBJECT:- CLEARANCE CERTIFICATE ABOUT GOVERNMENT DUES

I Shri/Smt/Ms Designationhas 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 me for issuance of LPC.

(Signature of

Officer/official)

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. (G-I) - Regarding:-

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

S.O. (Admn-IV)

The officer/official is in posse'sion 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), S.O. (STG-I, II), A.O. (SEA-I, II, III), SNG/ A&E/ CWG

"Handing over note"

(OM No.30-6/2024-Admn.Coord, dt. 25/10/2024)

A handing over note has been prepared by the officer relinquishing charge and handed over to the relieving officer with a copy to the Controlling Officer/PPS/PS.

Signature of officer relinquishing the charge

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. (Libraryj - 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) Compute; (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), S.O. (STG-I, II), A.O. (SEA-I, II, III), SNG/ A&E/

CWG

GeM **ACCOUNTS** - Regarding

Did you hold GeM account as Primary/Secondary User/PAO/DDO/Buyer

(Yes/No)

If Yes, whether the account has been transferred to the new functionary or deactivated

(Yes/No)

Signature Retired/Transferred Officer

Signature of Controlling **Officer**/ DDG (C&A)