

To,  
The Librarian  
Central Library, SUBIS  
Barla (Raisen)

**Sub: No Dues / Clearance Certificate**

Sir/Madam,

I request to you that, I may be issued a No Dues / Clearance Certificate as I am leaving the University.

My details are furnished bellow:-

Name: ..... SUBIS Enrollment/ID No: .....

Course:..... Department: .....

Contact No: ..... E-Mail ID :.....

Permanent Address: ..... Aadhar No:.....

.....

**DECLARATION**

I.....hereby certify that I have returned all the library books/ resources issued to me and deposited all the dues. I also surrendered the library membership card issued to me by the Central Library, SUBIS. To the best of my knowledge, I have no dues towards the University, as on the date of my leaving the University. In case any due is found at a later date, I hereby give my consent to pay the due to the University immediately.

SIGNATURE OF THE MEMBER

DATE .....

For Library Use Only

The applicant deposited his/her library membership card and nothing due to him/her. The membership of the application is hereby cancelled and No Dues /Clearance Certificate No..... dated ..... issued.

Verified by.....

Librarian  
SUBIS