

## **DUES CLEARANCE CERTIFICATE**

Regn. No \_\_\_\_\_ Name \_\_\_\_\_

Degree Program \_\_\_\_\_ (UG/MS/PhD) Entry \_\_\_\_\_ Dept \_\_\_\_\_

### **DECLARATION:**

- I have applied for \_\_\_\_\_.
- It is certified that I have cleared all Fee /dues and there is no financial liability outstanding against me.

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

- It is certified that there are no outstanding dues against the a/m student.

Date: \_\_\_\_\_

Accounts Officer, SCME Signature and Stamp: \_\_\_\_\_

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Respective HoD Signature with Date

### **Note:**

1. This certificate is to be submitted along with Summer Semester Registration Form.
2. This certificate will only be accepted within 5 days after the signature of Accounts Officer, SCME.

## **Process for Fee/Dues Clearance Before MS/PhD Degree**

- 1- Student will download clearance form for defence from SCME web portal (Download Section) and print 3 x copies.
- 2- Student will visit School Accounts Section for necessary endorsement/clearance. If all the dues are paid then Accounts Section will sign the form. Accounts officer will apply the official stamp on the certificate.
- 3- After necessary clearance from Accounts section, accounts section will retain 01 x copy and handover 2 x copies to the student. Student will submit 02 x copies in his/her department.
- 4- Department will retain 01 x copy and forward 01 x copy to Exam Branch SCME along with TH3 form in case of MS students and Final Defence request letter for PhD students.
- 5- Exam Branch will place the clearance certificate in student's dossier for record.