

No-Dues-Cum-Relieving-Certificate (NDC) of contractual manpower deployed) in Projects
/ Sections of NIELIT Chandigarh

Dispatch No. _____ dated _____

Project / Section : _____

1. This is to certify that Mr/Ms _____ S/o / D/o _____ (Employee Code : **CH**_____) deployed by National Institute Electronics and Information Technology (NIELIT), Chandigarh at Birla Farms, Bada Phull, Ropar-140001, as _____, on contract basis, had joined in this Project / Section with posting at _____ on _____ (date).
2. He/She has been relieved from this office on _____ (date, Forenoon/Afternoon) upon **(fill any one)** :-
 - a. Expiry of _____ no. of days notice period given by him/her in the resignation letter received in this office/received through email on _____.
 - b. Termination in compliance to NIELIT letter No. _____ dated _____.
 - c. Completion of the contract agreement on _____ (date).
 - d. Any other reason? Please specify _____
3. He/She has handed over complete charge of the documents and items including registers, stationery and hardware infrastructure etc., which were issued to him/her for carrying out the official work and nothing is due against him/her. His/her dues may be released. _____
4. During this period his/her performance was satisfactory/unsatisfactory **(Please tick)**.
5. He/She may be issued Experience certificate.

Dated : _____

(Sign. of the Project Incharge/Officer)

Name of the Officer : _____

(In capital letters)

Designation of the Officer : _____

Mobile Phone Number: _____

UNDERTAKING
To be filled by Contractual Manpower

I, _____ S/o / D/o Sh. _____

permanent resident of _____

do hereby undertake that :-

1. I was working as _____ (Post Name) with
_____ (Project / Deptt / Section Name)
deployed at _____ through National
Institute of Electronics & Information Technology (NIELIT) Chandigarh/Ropar
till _____, on contract basis.
2. During my contract period, I have received all my dues along with all the contractual
service benefits(except security refund amount, if any) and nothing is pending from
NIELIT Chandigarh/Ropar or _____ (Project
/ Deptt / Section Name) regarding my contractual service dues.

Dated : _____

(Signature)

Name : _____
(In Capital Letters)

Aadhaar No : _____

Contact Mobile No1 : _____

Contact Mobile No2 : _____

Email-id : _____
