



Royal University of Bhutan

ལྷན་ཁག་གི་འཛིན་འོག་མའི་ཡིག་ཚང་།

Office of the Vice Chancellor
Post Box: 708
Motithang, Thimphu, Bhutan

NO DUE CERTIFICATE

Name of the Staff:.....Designation:.....Department:.....

SI.No.	Officials	Name and Signature	Date	Remarks
1.	Procurement Officer			
2.	Administrative Officer			
3.	Store In-charge			
4.	Asset Declaration Administrator			
5.	Finance Officer			
6.	Responsibilities are taken over by...			

Signature of the staff: Date:

Note:

The Human Resource Division will issue relieving order only upon completion of handing & taking over and production of **No Due Certificate** duly signed by the concerned officials.

Remarks by the Chief, HRD/HRO

.....
.....

Signature of Chief, HRD/HRO:Date:.....