**ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH**

**AcSIR Headquarters, CSIR-HRDC Campus**

**Sector-19, Kamala Nehru Nagar, Ghaziabad -201 002**

**REQUEST FORM FOR FINANCIAL NO DUES CERTIFICATE**

To,

The Director, **Dated:** DD/MM/YYYY

AcSIR Headquarters,

Ghaziabad

Sir/Madam,

My personal particulars are:-

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/D/o, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enrolment No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pin code. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone no. with STD Code /Mobile No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email ID (*for future communications*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I submitted my AcSIR Ph.D. Thesis/ resigned from the AcSIR PhD Program on ( *DD/MM/YYYY* ) at AcSIR Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Institute Name*) under the supervision of Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*name of the Research supervisor(s)*). To the best of my knowledge, I have paid all the fee dues to AcSIR and have nothing outstanding to pay.

I may please be issued No Dues Certificate.

Yours faithfully,

**(Signature of the Student)**

 **(Signature of Supervisor)**

**Forwarded by**

**(AcSIR Coordinator)**

 **NO DUES CERTIFICATE Receipt No.***YYYY*/*\_ \_ \_*

(AcSIR Office Use Only)

It is certified that AcSIR office has ‘NO FINANCIAL DUES’ against Mr./Ms. …………………………………… ………………………………………………, Enrolment No………………………………………….. who submitted his/her Ph.D. Thesis/ resigned from AcSIR PhD Program on (*DD/MM/YYYY)* at the AcSIR Centre ……………………………………………………………………………………………………………………………. (*Institute Name*).

Thesis submission/ resignation date verified as per the information received from the AcSIR Academic Centre as mentioned above.

 …………. *Signature* ……….. …………. *Signature with date* ………..

**(Academic Section, AcSIR HQ, Ghaziabad) (Finance Section, AcSIR HQ, Ghaziabad)**