



དཔལ་ལྷན་འབྲུག་གཞུང་། རྒྱལ་ཁོག་ལྷན་ཁག།

ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF WORKS & HUMAN SETTLEMENT
Human Resource Division
THIMPHU



MOWHS/DS (HRD)/23/2017/

Date:

NO DUE CERTIFICATE (NDC)

This is to certify that the following official who has been transferred/resigned/separated has cleared/paid off pending dues and does not owe anything and the Relieving Order shall solely base on the duly signed No Due Certificate.

Mr./Ms./Mrs./ _____ (Position Title) _____ (EID No.)
_____ of _____ Department/Division under this Ministry has no
outstanding dues/obligations against my Department/Division/Regional Office/Section as of
_____.

- 1. Director/Chief (concerned department) : _____
- 2. Chief/Dy. Chief Finance Officer : _____
- 3. Chief/Dy. Chief ICT Officer : _____
- 4. Sr. /Legal Officer : _____
- 5. Sr. /Procurement Officer : _____

Counter Signed

(Director)
Directorate Services

Note:

This is to be treated as Ministry Clearance Certificate issued for the purpose of Relieving Order subject to physical presence of the concerned official if required for audit explanations or any other official reasons. Please attach government transfer/separation order.