Department of Telecommunications
NOC for Last Pay Certificate (LPC)

Dated …../……../………..

SUBJECT:- CLEARANCE CERTIFICATE ABOUT GOVERNMENT DUES

I Shri / Smt. ……………………………………………………. Designation ……………………………………… has retired/ resigned/ transferred to ……………………………………………………………. w.e.f. …………………(F/N, A/N) vide Order No. ………………………………………………… Dated……………………… (copy enclosed).

S.O. (Admn. I/ II/ III/ IV), S.O. (STG- I, II), A.O (SEA-I, II, III), SNG/ A&E/ CWG, S.O. (G-I, II), S.O. PHA), S.O. (Protocol), A. O. (Computer), ADG (IT-I, II) & S.O. (Library) etc. are requested to kindly indicate below if any amounts, articles, identity or CGHS Cards etc. are outstanding against me for issuance of LPC.

(Signature of Officer/Official)

S.O. (Admn-IV) – Regarding: -
  (a) HBA
  (b) Motor Cycle/ Car Advance etc.
  (c) LTC Advance
  (d) TA/ TTA Advance
  (e) Computer/ Laptop Advance
Remarks:-

S.O. (Admn-IV)

S.O. (G-I) – Regarding:-

(a) Identity Card	(b) Brief Case
(c) Calculator	(d) Furniture
(e) Other Govt. articles	

The officer/ official is in possession of the Estate/ DOT/ NTR Quarter No. …………………………………. and has/ has not vacated the same. The officer/ official has been requested to take NOC from the Directorate of Estates.
  Remarks:-

S. O. (G-I)

Concerned Admn. – Regarding:- (Is there any government due(s) if so please mention in details.)
Remarks:

S.O. (Admn. I/ II/III), S.O. (STG-I, II), A.O. (SEA-I, II, III), SNG/ A&E/ CWG

S. O. (G-II)- Regarding:-
   (a) C.G.H.S. Card
   (b) IRCTC Smart Card
Remarks:-

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S. O. (G-II)
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S. O. (Cash) – Regarding:- (Temporary/ Contingency/ Advance/ Interest if any pending against the officer/ official.)
Remarks:-

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S.O. (Cash)
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S.O. (Library) – Regarding:- (Library Card/ Books etc.)
Remarks:-

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Librarian
</div>

S. O. (PHP) – Regarding:- Residential Service Telephone Connection (Landline) and Mobile Phone disconnected/ deactivated.
Remarks:-

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S.O. (PHP)
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ADG (IT-I) – Regarding:- [(a)Compute; (b) Laptop etc.]
Remarks:-

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ADG (IT-I)
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Administrative Section(s)/ S.O. (Protocol) – Regarding:- (Diplomatic Passport issued/ not issued/ received back from Officer/ Official by DoT)
Remarks:

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S.O. (Protocol)
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IT Wing (e-Office)- Regarding:- (Deletion of e-office records).
Remarks:-

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ADG (IT)/ Director (IT)
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AEBAS – Regarding:- (Stoppage of Biometric attendance.)
Remarks:-

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S.O. (Admn.I/ II/ III), S.O. (STG-I, II), A.O. (SEA-I, II, III), SNG/ A&E/ CWG
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