



**National Dope Testing Laboratory
New Delhi, India**

No.

Dated:-----

OFFICE MEMORANDUM

Shri/Mr./Ms./Dr. -----(Name)----- (Designation) of this Laboratory has resigned/ is retiring from the services of NDTL w.e.f ----- . The Laboratory has issued necessary orders in this regard vide Office Order No-----dated-----.

It is requested that all concerned may kindly issue 'No Dues Certificates' in the prescribed format enclosed herewith before the Officer is relieved and WADA* and NABL* informed suitably.

* Mandatorily applicable for the Laboratory Director/Sr. Management Positions such as Scientist 'E' (Senior most Scientist next to Director) and Quality Manager wherein the WADA and NABL is required to be informed.

Encl: No Dues Certificates

Signature-----
Name-----
Designation-----



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NO DUES CERTIFICATES

1. Certified that nothing is due from the above mentioned Scientist/Officer so far as Library is concerned.

Officer, Library-in-Charge

2. Certified that nothing is due from the above mentioned Scientist/Officer so far as Stores and Purchase is concerned.

Stores & Purchase Officer

3. Certified that nothing is due from the above mentioned Scientist/Officer so far as Finance & Accounts is concerned.

Finance Officer

4. Certified that nothing is due from the above mentioned Scientist/Officer so far as Administration is concerned.

Signature of the Head of Administration

5. Certified that the above change, being at the Sr. Management Positions such as Laboratory Director/Scientist 'E' and Quality Manager, has been intimated to WADA and NABL.

Laboratory Director