

Your Department's Letter Head

Quarter Surrender Certificate

This is to Certify that Shri/Smt./Kum.-----Name-----, -
--Designation----- has surrendered his Quarter bearing Flat/Qtr. NO.----- Type--
-----, -----Address----- w.e.f. -----surrender date-----. As per available
records, as on date -----he/she has no dues, pending for payment to this
office.

Signature of issuing authority
(with office seal)

Name

Designation

Department/Officer/Section