

ANNEXURE: ADMIT CARD DISTRIBUTION NO DUES CLEARANCE

1. General Information

Field	Details
Academic Session	
Examination (Board/Internal)	
Distribution Date	
Prepared By	
Approved By (Principal)	

2. Student Details & Verification

S. No.	Student Name	Class/Section	Roll No.	Admit Card Issued (Y/N)	Signature
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ Yes ☐ No	

(Add rows as required)

3. No Dues Clearance Checklist

Parameter	Status	Verified By	Remarks
Tuition Fee Cleared	☐ Yes ☐ No	_____	_____
Transport Fee Cleared	☐ Yes ☐ No	_____	_____
Library Books Returned	☐ Yes ☐ No	_____	_____
Laboratory Dues Cleared	☐ Yes ☐ No	_____	_____
Uniform/Other Dues Cleared	☐ Yes ☐ No	_____	_____

4. Department-wise Clearance

Department	Status	Signature	Remarks
Accounts	☐ Cleared ☐ Pending	_____	_____
Library	☐ Cleared ☐ Pending	_____	_____
Lab (if applicable)	☐ Cleared ☐ Pending	_____	_____
Transport	☐ Cleared ☐ Pending	_____	_____

5. Pending Dues Record

S. No.	Student Name	Type of Due	Amount/Details	Action Taken	Status

6. Admit Card Issuance Control

Parameter	Status
Admit Cards Printed	☐ Yes ☐ No
Verified Before Distribution	☐ Yes ☐ No
Issued Only After Clearance	☐ Yes ☐ No
Record Maintained	☐ Yes ☐ No

7. Exceptional Approvals (If Any)

Student Name	Reason for Exception	Approved By	Remarks

8. Communication to Parents

Parameter	Status
No Dues Notice Sent	☐ Yes ☐ No
Deadline Communicated	☐ Yes ☐ No
Reminder Sent	☐ Yes ☐ No

9. Compliance Checklist

Parameter	Status
All Dues Verified	☐ Yes ☐ No
No Pending Case Before Issuance	☐ Yes ☐ No
Documentation Complete	☐ Yes ☐ No
Approval Taken	☐ Yes ☐ No

10. Issues / Challenges Faced

- _____
- _____

11. Suggestions / Improvements

- _____
- _____

12. Final Remarks

Signatures

Role	Name & Signature	Date
Accounts Officer		
Admin Officer		
Examination Incharge		
Principal		