



सत्यमेव जयते

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Government of Jammu and Kashmir
Public Works (R&B) Department
Civil Secretariat Jammu/Srinagar

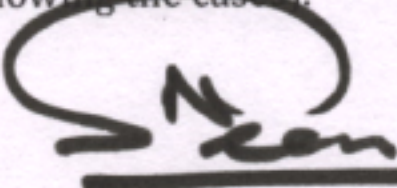
Subject:- "No Demand Certificate" in respect of HBA/Car/Scooter Advance cases and faster disposal.

Circular No. 02 - PW(R&B) of 2020

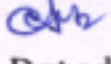
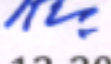
Dated:- 16 -12-2020

In order to process the "No Demand Certificate" (NDC) cases of the officers of the subordinate departments of the Public Works (R&B) Department in a time bound manner, it is impressed upon all the Head of the Departments (HODs) under the Administrative control of Public Works (R&B) Department that the cases of retiring/other officers for want of issuance of consolidated No Demand Certificate (NDC) by the Administrative Department on account of House Building Advance/Car Scooter Advances should come from the concerned Chief Engineers/Cadre Controlling Department alongwith following papers/documents as per prescribed format thereby facilitating the Administrative Department for quick disposal of such cases:-

1. Self-Undertaking of the retiring/retired/other officer countersigned by the DDO concerned.
2. Guarantee of two officers in equivalent/above rank officer who are not retiring within two years and countersigned by the DDO concerned.
3. NDC's of Housing & Urban Development Department, Estates Department and ARI & Trainings Department in favour of retiring officer.
4. Recommendation of HOD concerned (Not mere following the cases).


(Naseema Nazir)

Under Secretary to the Government
Public Works(R&B) Department.

 
Dated:- 16 -12-2020

No. PW(R&B)/G/284/2020

Copy to the:-

1. All HOD's _____
2. Additional Secretary to the Government Public Works (R&B) Department
3. Private Secretary to Principal Secretary to the Government Public Works (R&B) Department.
4. Stock file

UNDERTAKING

FOR ISSUANCE OF NO DEMAND CERTIFICATE IN RESPECT OF CAR/SCOOTER ADVANCE.

I _____
S/o,D/o,W/o _____
R/O _____ P/o _____
Tehsil _____
District _____
Designation _____
Department _____
PID No _____

Photo

Do hereby under take the following:-

1. That I was appointed in Government Service as on _____ my date of birth is _____ and I am retiring on superannuation/voluntarily retirement from Government Service on _____ (copy of order is enclosed).
2. That I have not drawn any Car/Scooter advance from the Public Works (R&B) Department or any other Department during any entire period of service.
3. That in case any amount is found towards Car/Scooter advance during my entire period of Government Service, I shall be personally responsible for liquidating the same out of my pension and gratuity.
4. That I undertaken to furnish gurantee of two Government servants who are equivalent or senior to me and who are not retiring within two years service from now.
5. That in case of discovery of any misrepresentation or falsehood, I shall be liable to any action under law being in force for such falsehood or misrepresentation.

Verification:-

Verified that the above contests of this undertaking are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Signature of Government Servant.

Countersigned by the DDO Concerned
With seal & Signature

GUARANTEE

That I do hereby Guarantee the payment by the retiring Government servant of any amount which may be found due from him on account of "Car/Scooter Advance" after issuing No Demand Certificate in his favour and undertake to indemnify the Government against all losses which it may incur/suffer in case any amount is found due from him

Gurantor-1

Photo

Name _____
Designation _____
S/o,D/o,W/o _____
R/o _____
Tehsil _____
District _____
Department _____
Date of Retirement _____
Present place of posting _____

Signature of the Gurantor-1

Gurantor-2

Photo

Signature of the Gurantor-2

Countersigned by the DDO Concerned
With seal & Signature