

**RAJYA SABHA SECRETARIAT**  
**ESTABLISHMENT (G) SECTION**

**Parliament House Annexe**  
**New Delhi- 110001**

Dated \_\_\_\_\_

Shri/Smt./Kumari \_\_\_\_\_ (ID No : \_\_\_\_\_) is retiring/ has been terminated from service/ has been permitted to resign from his/ her post in this Secretariat/ transferred to / proceeding on deputation/ foreign service with effect from the forenoon/ afternoon of \_\_\_\_\_.

2. He/She may, therefore, please be relieved of his/her duties and all office property in his/her possession may please be taken from him/her. A 'No Demand Certificate' may please be furnished to this Section in the form appended below:-

**UNDER SECRETARY**  
**Ph. No. 2303 4210**

**NO DEMAND CERTIFICATE**

**Certified that:-**

1. Shri/Smt./Kumari \_\_\_\_\_ has surrendered Identity Card Pass No. \_\_\_\_\_/Laminated Pass No./RF Tag No. \_\_\_\_\_ and there is now nothing outstanding against him/her in so far as Notice Office/CPIC is concerned.

\_\_\_\_\_  
\*Notice Office

\_\_\_\_\_  
\*Centralised Pass Issue Cell

2. Shri/Smt./Kumari \_\_\_\_\_ has surrendered all books etc. issued to him/her by Parliament Library/Staff Library/Research & Library Section and there is now nothing outstanding against him/her in so far as Parliament Library/Staff Library/Research & Library Section is concerned.

\_\_\_\_\_  
(\*Parliament Library)  
Circulation Centre  
Lok Sabha Secretariat

\_\_\_\_\_  
(\*Staff Library)  
Lok Sabha Secretariat

\_\_\_\_\_  
(\*R&L Section)  
Rajya Sabha Secretariat

3. Account of Shri/Smt./Kumari \_\_\_\_\_ has been checked and no government dues are to be recovered from him/her.

**OR**

Amount of Rs. \_\_\_\_\_ is due from Shri/Smt./Kumari \_\_\_\_\_ on account of \_\_\_\_\_ advance/over payment and this amount will be adjusted at the time of making final payment to her/him.

\_\_\_\_\_  
[\*Estt.(A/Cs) & Budget Section]

4. Shri/Smt./Kumari \_\_\_\_\_ has surrendered all computers/ accessories issued to him/her/paid due depreciated cost towards it. Therefore, there are no dues pending against him/her in the IT Sections (H&S).

\_\_\_\_\_  
[\*IT Sections (H&S)]

5. (a) Shri/Smt./Kumari \_\_\_\_\_ is not/ is a member of the Cooperative Thrift & Credit Society Ltd. Amount of Rs. \_\_\_\_\_ is due from him/her on account of ordinary/emergent Loan.

(b) Shri/Smt./Kumari \_\_\_\_\_ and Shri/Smt./Kumari \_\_\_\_\_ have stood surety. An undertaking from them has been obtained to the effect that in case of default, they shall pay the dues to the Society.

\_\_\_\_\_  
(\*Rajya Sabha Secretariat Coop. Thrift & Credit Society Ltd.)

6. (a) Shri/Smt./Kumari \_\_\_\_\_ has surrendered his/her CGHS Token No. \_\_\_\_\_ issued to him/her.

(b) Shri/Smt./Kumari \_\_\_\_\_ is not/ is in possession of Government residential accommodation No. \_\_\_\_\_. His/her account will be settled after he/she vacates the accommodation and the dues on account of licence fee will be adjusted at the time of making final payment to him/her.

(c) Shri/Smt./Kumari \_\_\_\_\_ has not been/has been provided telephone connection No. \_\_\_\_\_ at his/her residence. The telephone connection has been disconnected/will be disconnected on \_\_\_\_\_. Amount of Rs. \_\_\_\_\_ is due from his/her on account of telephone rental/local call charges and it will be adjusted at the time of making final payment to him/her.

(d) Shri/Smt./Kumari \_\_\_\_\_ is not/is a member of the Central Secretariat Library/Sahitya Academy Library, etc. and has produced the necessary 'No Demand Certificate' from the concerned.

\_\_\_\_\_  
(\*G.A. Section)