

FORM OF 'NO DEMAND CERTIFICATE'

ESTT.(G) SECTION

Shri/Smt. _____ is retiring from service on attaining the age of superannuation/voluntarily/ has been permitted to resign his/her post in this Secretariat/transferred to / going on deputation to _____ with effect from the forenoon/ afternoon of the _____.

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:-

(EXECUTIVE OFFICER)

NO DEMAND CERTIFICATE

Certified that :-

1. Shri/Smt. _____ has surrendered Identity Card Pass No. _____/Laminated Pass 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. _____ 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 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 _____ has been checked and no government dues are to be recovered from him/her. Amount of Rs. _____ is due from Shri/Smt _____ 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 Section)

4. Shri/Smt. _____ is not / is a member of the Cooperative Thrift & Credit Society Ltd. Amount of Rs. _____ is due from her/him on account of ordinary/ Emergent Loan.

Shri /Smt. _____ and Shri/Smt _____ 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)

5. Shri/Smt. _____ has surrendered his/her CGHS Token No. _____ issued to him/her.

Shri/Smt. _____ is not/ is in possession of Government _____ residential _____ accommodation No. _____. His/Her accounts 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.

Shri/Smt. _____ 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 him/her on account of telephone rental/local call charges and it will be adjusted at the time of making final payment to him/her.

Shri/Smt. _____ 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)