

No:- 119/DAHK/3/2022-2- 1/269820/2023 Dated:- 02 -09-2023

**Government of Jammu and Kashmir  
Directorate of Animal Husbandry  
Kashmir  
(Gowkadal Srinagar - 190001)  
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**Ph. No. 0194-2455091 E-mail:- est@jkanimalhusbandry.net Fax:-0194-2470518**

**Sub:-** Checklist for No Demand Certificate (NDC) in respect of Conveyance (Car/Scooter) Advance.

**Ref:-** Adm Deptt APD's No. Agri-OA/34/2023 (CC. 7263394)/1063-79 dated 22-08-2023

**C I R C U L A R**

I am directed to request all the sub-ordinate controlling officers of this Department to henceforth submit the No Demand Certificate cases of Gazetted officers strictly as per the Check list (copy enclosed) issued by Administrative Department vide aforesaid reference.

Besides the desired checklist, a Surety bond attested by serving Government servant (having a minimum two remaining service years) duly authenticated by Judicial Magistrate, be also attached.

*Asst. Dir.*  
By. Director (C)  
Animal Husbandry Deptt.  
Kashmir.

**Copy to the:-**

1. Joint Director IAH&BP Zakura/ Poultry.
2. CAHO/Eqv. \_\_\_\_\_
3. Accounts officer (Directorate)
4. I/c Website

for information and n/a.

Checklist for No Demand Certificate (NDC) in respect of conveyance  
(Car/Scooter) Advance.

1.	Name of the retiring/retired Officer		
2.	Date of Birth		
3.	Present designation and present place of posting		
4.	Date of substantive appointment		
5.	Retirement notification		
6.	Whether any Machinery or equipment is outstanding/missing which was under the control/custody of the Officer.	Yes	No
7.	Whether any amount is outstanding against the Officer on account of any advance		
8.	Whether the Officer is involved in any Regular Departmental Action or Departmental inquiry		
9.	Whether any FIR is pending against the Officer.		
10.	Whether any show cause notice/explanation issued to the retiring officer but still pending disposal.		
11.	Any demand outstanding on account of missing/lost store items		
12.	Demand on account of excess pay drawn		
13.	List of requisite documents to be enclosed while recommending the grant of NDC		
i	Undertaking from retiring/retired officer alongwith a photograph attested by the concerned DDO (Annexure-A)		
ii	Guarantee of two officers (equivalent or higher rank) having not less than two years of remaining service alongwith photographs duly attested by their concerned DDOs (Annexure-B)		

Seal & Signature of DDO

Annexure-A

UNDERTAKING  
FOR ISSUANCE OF NO DEMAND CERTIFICATE  
IN RESPECT OF HOUSE BUILDING ADVANCE (HBA), CAR/SCOOTER ADVANCE

Attested  
passport size  
photograph of  
the applicant  
by the DDO

I \_\_\_\_\_

S/O, D/O, W/O \_\_\_\_\_

R/O \_\_\_\_\_  
(Complete home address with PIN No.)

Designation \_\_\_\_\_

Department \_\_\_\_\_

PID No. \_\_\_\_\_ do hereby under take the following:

1. That I was appointed in the Government Service on \_\_\_\_\_, my date of birth is \_\_\_\_\_ and I am retiring on superannuation/voluntarily retirement from the Government Service on \_\_\_\_\_.
2. That I have not drawn any House Building /Car/Scooter Advance from the Department (beyond September, 1985) except the amount of Rs. \_\_\_\_\_ sanctioned vide Govt. Order No. \_\_\_\_\_ dated \_\_\_\_\_.
3. The amount of House Building Advance, Car/Scooter Advance, has been liquidated in full by me vide No. \_\_\_\_\_ dated \_\_\_\_\_ (NOC from the Accountant General, J&K is enclosed).
4. That in case any amount is found outstanding towards HBA/Car/Scooter Advance against me, I shall be personally responsible for liquidating the same out of my pension and gratuity.
5. That I undertake to furnish guarantee of two Government Servants who are equivalent or senior to me and who are not retiring within two years of service from now.
6. 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 contents of this undertaking are true and correct the best of my knowledge and belief and nothing has been concealed therein.

Signature of Govt. Servant

Countersigned by the DDO  
concerned with Seal & Signature

GUARANTEE IN RESPECT OF HBA/CAR/SCOOTER ADVANCE

That I do hereby Gurantee the payment by the retiring Government servant of any amount which may be found due from him/her on account of HBA, Car/Scooter Advance after issuing of NDC 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/her.

Guarantor-1

Attested  
passport size  
photograph of  
the Guarantor  
by the DDO

Guarantor-2

Attested  
passport size  
photograph of  
the Guarantor  
by the DDO

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

S/O, D/O, W/O : \_\_\_\_\_

Department : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Date of Retirement : \_\_\_\_\_

Complete Home  
Address with PIN Code : \_\_\_\_\_

Signature of the Gurantor-1

Signature of the Gurantor-2

Countersigned by the DDO  
Concerned with Seal & Signature