

FORM OF UNDERTAKING

For issuance of "NO Demand Certificate"
in respect of House Building Advance (HBA), Car
Advance and Scooter Advance

I (Name of the retiring employee) _____

Phone/Cell number _____

Designation _____

S/O, D/O, W/O S/Sh _____

R/O _____

(Permanent residential address)

(Address after retirement) _____

Department _____

CPIS Employee Code _____ do hereby undertake the following:-

Passport size photograph of the applicant

1. That I was appointed in Government Service on _____. My date of birth is _____ and I am retiring from Government Service on Superannuation Pension/ Retiring Pension/Special Pension on _____ (Copy of order /retirement memo enclosed)
2. That I have neither drawn any House Building Advance (HBA) beyond 09/1985 nor any Car/Scooter Advance from Finance Department except an amount of Rupees _____ (in words) / _____ (in figures) as House Building Advance and/or Car/Scooter Advance sanctioned vide Government Order NO _____ dated _____ (copy enclosed)
3. That the amount of House Building Advance and Car/Scooter Advance drawn vide aforementioned Government Order has been liquidated in full by me as conveyed by the Accountant General, J&K vide his No _____ dated _____ (copy enclosed).
4. That in case of any outstanding on account of House Building Advance and Car/ Scooter Advance is found against me hereafter, I shall be personally responsible for liquidation/refund of the said outstanding amount together with interest thereon under rules.

5. That I do hereby undertake to furnish guarantee from two Government Servants, equal or higher in rank, not retiring within two years of service from the date of this undertaking.
6. That No Departmental Enquiry/Criminal/judicial proceedings or any other case(s) is/are pending against the undersigned.
7. That in the event of any disclosure regarding misrepresentation of facts or falsehood, I shall be liable to any legal action under law in force for such misrepresentation or falsehood.
8. Verification

I _____

S/O _____

R/O _____

affirm that above contents of this undertaking are true and correct to the best of my knowledge and belief and nothing material has been cancelled therein.

Signature of the Government Servant.

Date _____

Place _____

Countersigned by the DDO of the retiring Employee

Date _____

Place _____

Note: In case the DDO is himself a retiring officer, his Form of Undertaking shall be countersigned by the next higher officer of his office.

FORM OF GUARNTEE

I (Name of guarantor) _____
S/O _____ R/O _____

_____ /
do hereby stand guarantee for the payments and out standings, if any, found against the retiring Government Employee, namely _____
Which may be recoverable or outstanding from him/her on account of House Building Advance and Car/Scooter Advance after issuance of No Demand Certificate in his/her favour. I also do hereby undertake to indemnify the Government against all the losses that may occur or the Government may incur or suffer in the event of any amount found outstanding or due from the above named Government Employee.

Name of the Guarantor _____

S/O, D/O, W/O _____

Phone/Cell number _____

Designation _____

CPIS Employee's Code _____

Department _____

Date of Birth _____

Date of Retirement _____

Permanent residential address _____

Present residential address _____

Space for photograph of the
guarantor duly attested

Signature of the Guarantor _____

Date _____

Place _____

Countersigned by the DDO of the guarantor
with seal & Signatures

Date _____

Place _____