

Government of Jammu & Kashmir
Civil Secretariat, Rural Development Department

Nissar

Subject: - No Demand Certificate in respect of Officials/Officers of Rural Development Department.


Circular No./D -RD of 2011

D a t e d : 25 - 07 - 2011

It has been observed that proposals are usually received in the Administrative Department for issue of **No Demand Certificate** in favour of the employees working in the Rural Development Department retiring on superannuation without clear recommendations in consonance with the relevant rules on the subject. This result in prolonged correspondence putting the employee concerned to un-necessary hardship; necessitating correspondence, resulting in delay. In some case, No Demand Certificate are issued without ascertaining the position of outstanding carefully subsequently outstanding is reported after retirement.

It is therefore, impressed upon all the HODs that they should submit their proposals for issue of No Demand Certificate after ensuring that all necessary requisite documents like Surety Bond and Affidavit/Undertaking duly authenticated are enclosed and it is certified that the official/officer concerned has nothing outstanding against them. The Undertaking by the retiring Officials should clearly state that if any outstanding comes to the notice of the Department will be deducted from his/her retirement benefits.

After observing these conditions the case of No Demand Certificate may be referred to the Administrative Department.


Additional Secretary to Government
Rural Development Department

Copy to:- All Head of Departments.