

**NO DEMAND CERTIFICATE**

It is certified that there is nothing outstanding against Mr./Mrs.\_\_\_\_\_

Designation\_\_\_\_\_ BS\_\_\_\_\_ Nature of Appointment: (Tick Relevant)

Regular / Contract / Deputation / Daily Wage / Individual Consultant being relieved on account of resignation / termination / dismissal / death / retirement or appointment in

some other department vide office order No.\_\_\_\_\_

dated\_\_\_\_\_.

- 1. DD/AD (Concerned Office) Name\_\_\_\_\_ Signature\_\_\_\_\_
- 2. DD /AD (Telephone Section) Name\_\_\_\_\_ Signature\_\_\_\_\_
- 3. DD / AD (Accounts Section) Name\_\_\_\_\_ Signature\_\_\_\_\_
- 4. DD/AD(Accounts-Estb), HQ Name\_\_\_\_\_ Signature\_\_\_\_\_
- 5. DD/ AD (Store Section), HQ Name\_\_\_\_\_ Signature\_\_\_\_\_
- 6. DD/ AD (Welfare Section), HQ Name\_\_\_\_\_ Signature\_\_\_\_\_
- 7. Incharge NHA Library, HQ Name\_\_\_\_\_ Signature\_\_\_\_\_
- 8. DD/AD (Transport Section), HQ Name\_\_\_\_\_ Signature\_\_\_\_\_
- 9. DD/AD (CP-Fund Section), HQ Name\_\_\_\_\_ Signature\_\_\_\_\_
- 10. DD/AD (Personnel Section), HQ Name\_\_\_\_\_ Signature\_\_\_\_\_
- 11. DD/AD (MIS Section), HQ Name\_\_\_\_\_ Signature\_\_\_\_\_
- 12. DD/AD Confidential Section), HQ Name\_\_\_\_\_ Signature\_\_\_\_\_
- 13. DD/AD (Admn) Regions/Projects Name\_\_\_\_\_ Signature\_\_\_\_\_
- 14. PD (Concerned Project) Name\_\_\_\_\_ Signature\_\_\_\_\_

**Concerned Officer / Official**

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Date\_\_\_\_\_

- Note:**
- 1. The above mentioned officers, before signing the No Demand Certificate, shall ensure that the officer/official being relieved has returned all the NHA's items, equipments, vehicle, dues, records, files or any other assets held by him.
  - 2. The officers/officials posted in the Regions/Projects are required only to get signature and clearance from officers mentioned at Sr. Nos. 1,3,13 & 14 above.