Government of Jammu & Kashmir
Health & Medical Education Department
Civil Secretariat, Jammu

Subject: Abolition of affidavits in respect of fifty one (51) services provided by various departments/organizations.

CIRCULAR NO: 073 -HME of 2018
DATED: 21-02-2018

In pursuance to Government Order No. 1276-GAD of 2017 dated 06.10.2017 regarding abolition of affidavits, new proformas in lieu of surety bond and affidavit is appended as Annexure “A”, “B” and “C” which the retiring Government Servant has to submit for obtaining NDC in respect of Car/Scooter Advance from the Administrative Department.

Accordingly, all the HoD’s of Health & Medical Education Department are requested to communicate the new proformas to all the subordinate offices under their control for necessary action.

Director Finance
Health & Medical Education Department

NO: HME/ACcts/41/2018
Dated 21-02-2018

Copy to the:
1. Resident Commissioner, 5, Prithvi Raj Road, New Delhi.
2. Principal Government Medical College, Jammu/Srinagar.
3. Principal Government Dental College, Jammu/Srinagar.
4. Director Health Services, Jammu/Srinagar.
7. OSD to Hon’ble Minister for Health & Medical Education Department.
9. Managing Director, J&K Medical Supplies Corporation, Jammu.
12. Pvt. Secretary to Principal Secretary to Government, H & M E Department.
13. I/C website, Health & Medical Education Department.
Undertaking
(To be filled in block letters)

For Issuance of No Demand Certificate in respect of Conveyance
(Car/Scooter) Advance (Health & Medical Education Department)

I ________________________________________________________

S/o, D/o, W/o _______________________________________

R/O _______________________________________

Designation _____________________________________________

Department _____________________________________________

Place of Posting _________________________________________

PID No. __________________ do hereby undertake the following:

1. That I was appointed in Government Service as on
   ___________________________________________ and I am retiring on superannuation/
   voluntarily retirement from Government Service on
   ___________________________________________ (Copy of Order/Retirement
   Notification/first page of service book is enclosed).

2. That nothing is outstanding against me on account of
   Conveyance Advance (Car/Scooter).

3. That in case any amount is found outstanding towards
   Conveyance Advance (Car/Scooter), I shall be personally
   responsible for liquidating the same out of my pension and
   gratuity.

4. That I undertake to furnish guarantee of two Government
   Servants who are equivalent of my rank or higher to me and
   who are not retiring with two years of service from now.

5. 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 to the best of my knowledge and belief and nothing
has been concealed therein.

______________________________________________
Signature of
Government Servant

Attested Passport Size
Photograph of Government
Servant by DDO

Countersigned by the DDO
Concerned with Seal & Signature
GUARANTEE
(To be Filled in Block Letters)

That I do hereby Guarantee the payment by the retiring Government servant of any amount which may be due from him on account of Conveyance Advance (Car/Scooter) after issuing NDC in his/her favour and undertake to indemnify the Government against all losses which may incur/suffer in case any amount is due from him/her.

Guarantor-1
Attested Passport Size Photograph of The Guarantor by DDO

1. Name: ____________________________
2. Designation: ______________________
4. Department: _______________________
5. Place of Posting: _________________
6. Date of Birth: _____________________
7. Date of Retirement: _______________
8. Complete Home Address With Pin Code

_______________________________
_______________________________
_______________________________

Name: ____________________________
Designation: ______________________
S/O, D/o, W/o: ____________________
Department: _______________________
Place of Posting: _________________
Date of Birth: _____________________
Date of Retirement: _______________
Complete Home Address With Pin Code

_______________________________
_______________________________
_______________________________

Signature of the Guarantor-1

Signature of the Guarantor-2

Countersigned by the DDO Concerned With Seal and Signature

Note: Guarantors shall be equivalent or have higher rank compared to the retiring Government Servant.
Undertaking (in case of Legal Heir)

(To be Filled in Block Letters)

For Issuance of No Demand Certificate in respect of Conveyance (Car/Scooter) Advance (Health & Medical Education Department)

I ____________________________ F/O, S/o, D/o, W/O

Late ____________________________ R/O

I do hereby undertake the following:

1. That Late ____________________________ expired on ____________________________ while in Government Service.

2. That Late ____________________________ has not drawn any type of advance during his entire service from the Administrative Department.

3. That in case any amount is found outstanding on account of Car/Scooter Advance against the deceased Late ____________________________; I shall be personally responsible for liquidation of the same out of DCRG etc.

4. That I undertake to furnish guarantee of two Government Servants who are equivalent of my rank or higher to Late ____________________________ and who have minimum of two years on their service account.

5. 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 to the best of my knowledge and belief and nothing has been concealed therein.

Signature of
Legal Heir of Government Servant

Attested Passport Size
Legal Heir of Government Servant
Servant by DDO

Countersigned by the DDO
Concerned with Seal & Signature