

Government of Jammu & Kashmir  
Directorate of School Education,  
Kashmir

The Principal SIE  
Srinagar  
Chief Education Officer,  
\_\_\_\_\_ (All)  
Principal DIETS  
\_\_\_\_\_ (All)

No.: DSEK/ *Enad/275*

Dated: - *15/12* 2017

Subject: - Abolition of affidavits in respect of fifty-one (51) services provided by various Departments/Organizations preparation of NDC cases of Gazetted Retiring Officers.

Sir,

I am to enclose herewith a copy of letter No. HUD/Accts/Abolition/Affidavit/2017-1879 dated 17/11/2017 of Director Finance Housing & Urban Development Department and letter No. Edu/Accts/Circular/2017 dated 23/11/2017 of Financial Advisor/CAO School Education Department alongwith Annexure-A & B on the subject matter for further necessary action.

You are accordingly requested to direct all the retiring Gazetted Officers to prepare their NDC cases henceforth and submit to this office complete in all respects as per prescribed annexures/formats.

Yours faithfully

*3/11/2017*  
Personnel Officer  
Directorate of School Education,  
Kashmir

*2/12/17*  
*15/12*  
*15/12*

email's:  
hudd.jk@nic.in  
fahousing@gmail.com  
javidhudd-jk@nic.in



www.jkhudd.gov.in  
0191- 2561719 - Jammu  
0194 - 2505162 - Srinagar

GOVERNMENT OF JAMMU AND KASHMIR  
HOUSING & URBAN DEVELOPMENT DEPARTMENT

Civil Secretariat  
Jammu/Srinagar

No. HUD/Accts/Abolition/Affidavit/2017-18/79  
Dated: 17.11.2017

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

In pursuance of Government order No. 1276-GAD of 2017 dated 06.10.2017 regarding abolition of affidavit, kindly find enclosed new proforma regarding undertaking which retiring Government servant has to submit for obtaining NOC in respect of House Building Advance upto September, 1985 from Housing & Urban Development Department. Accordingly, all the Administrative Departments are requested to communicate new proforma to all HoDs under their control. Proforma of undertaking is also available on Housing & Urban Development Department website at [www.jkhudd.gov.in](http://www.jkhudd.gov.in)

Receipt No. 16023

Date 07-12-17  
Copy to the:

(Shaheen Mohammad Ashraf)  
Director Finance

Housing & Urban Dev. Deptt.  
17/11/2017

01. Financial Commissioner
02. Principal Secretary
03. Principal Resident Commissioner, J&K Govt.
04. Director General of Police, J&K.
05. Chief Electoral Officer, J&K
06. Principal Secretary to the Governor.
07. Commissioner/Secretaries to the Government.
08. Principal Secretary to the Hon'ble Chief Minister.
09. Divisional Commissioner, Kashmir/Jammu.
10. Chairman of the Committee for Monitoring & Ensuring Fairness of Tests conducted by BoPEE/Chairman of the Committee for fixation of Fee Structure of Professional College in the State.
11. Chairman Committee for Fixation of Fee Structure of Private Education Institute.
12. Chairman, J&K Board of School Education Department.
13. Registrar, J&K High Court.
14. Registrar of all the Universities.
15. Director Information, J&K. He is requested to give wide publicity through the Print and electronic media.
16. Director, Archives, Archaeology and Museums, School Educ. MA Road Srinagar
17. OSD to Hon'ble Deputy Chief Minister.
18. Secretary, J&K Public Service Commission/Legislative Assembly/Council/Service Selection Board/All Advisory Boards.
19. Private Secretary to the Chief Secretary, J&K.
20. Private Secretary to Commissioner/Secretary to the Government GAD.
21. Private Secretary to Commissioner/Secretary to Govt. Housing & Urban Development Department for information.



Government of Jammu & Kashmir  
School Education Department  
Civil Secretariat, Jammu

**Circular**


**Sub: Abolition of affidavits in respect of fifty one (51) services provided by various departments/organisations.**

In pursuance of Government Order No. 1276-GAD of 2017 dated 06.10.2017 regarding abolition of affidavit, new proformas in lieu of surety bond and affidavit is appended as Annexure 'A' and 'B' which the retiring Government Servant has to submit for obtaining NOC in respect of Car/Scooter Advance from School Education Department. Accordingly, all the HoDs of School Education Department are requested to communicate the new proformas to all the subordinate offices under their control.

Receipt No. 7090

Date: 28-11-17

No. Edu/Accts/Circular/2017

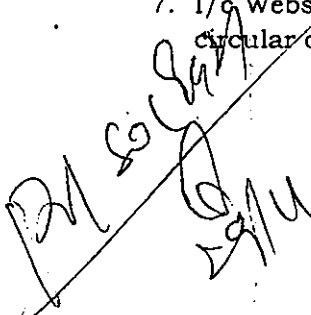
  
Financial Advisor / CAO

School Education Department

Dated: 23-11-2017

Copy to: KASHMIR

1. Director School Education, Jammu/Kashmir.
2. State Project Director, SSA/RMSA, J&K.
3. Deputy Director General, NCC Jammu.
4. Chief Accounts Officer, Migrant Cell, Jammu.
5. Under Secretary to Government (Adm), School Education Department.
6. Private Secretary to Secretary to Government, School Education Department.
7. I/c Website, School Education Department with the request to upload the circular on the official website of School Education Department.



Annexure-'A'

**UNDERTAKING**  
**For issuance of No Demand Certificate**  
**in Respect of Car/Scooter Advance**

I \_\_\_\_\_  
S/O, D/O, W/O \_\_\_\_\_  
R/O \_\_\_\_\_  
(complete home address along with PIN No.) Designation \_\_\_\_\_  
School/Office \_\_\_\_\_  
do hereby undertake the following:

Attested  
passport size  
photograph of  
the applicant by  
the DDO

1. That I was appointed in Govt. Service as on \_\_\_\_\_, my date of birth is \_\_\_\_\_ and I am retiring on superannuation/voluntary retirement from Government Service on \_\_\_\_\_ (copy of order/ first page of service book is enclosed).
2. That I have not drawn any Car/Scooter Advance from School Education Department during my entire service except the amount of Rs. \_\_\_\_\_ sanctioned vide Govt. Order No. \_\_\_\_\_ dated \_\_\_\_\_.
3. The amount of Car/ Scooter Advance has been liquidated in full by me vide No. \_\_\_\_\_ dated \_\_\_\_\_. (NOC from Accountant General, J&K is enclosed).
4. That in case any amount is found outstanding towards 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 to 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**

Annexure-'B'

**GUARANTEE**

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

**Guarantor-1**

Attested  
passport size  
photograph of  
the applicant by  
the DDO

**Guarantor-2**

Attested  
passport size  
photograph of  
the applicant by  
the DDO

|  |       |       |
|--|-------|-------|
| Name :                                   | _____ | _____ |
| Designation :                            | _____ | _____ |
| S/O, D/O, W/O:                           | _____ | _____ |
| School/Office :                          | _____ | _____ |
| Date of Birth :                          | _____ | _____ |
| Date of Retirement:                      | _____ | _____ |
| Complete home:<br>Address with pin code. | _____ | _____ |

**Signature of the Guarantor-1**

**Signature of the Guarantor-2**

**Countersigned by the DDO  
concerned  
With seal & Signature**