UNDERTAKING
For issuance of No Demand Certificate
in Respect of House Building Advance (HBA)

I _____

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

R/O _____

(complete home address along with PIN No.) Designation _____

Department_____

Attested passport size photograph of the applicant by the DDO

PID No._____ do hereby under take the following:

1. That I was appointed in Govt. Service as on _____, my date of birth is _____ and I am retiring on superannuation/voluntarily retirement from Government service on _____ (copy of order is enclosed).

2. That I have not drawn any House Building Advance from Housing & Urban Development Department upto September, 1985 except the amount of ₹_____ sanctioned vide Govt. Order No _____ dated._____.

3. The amount of House Building 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 HBA 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**

GUARANTEE

That I do hereby Guarantee the payment by the retiring Government servant of any amount which may be found due from him on account of HBA after issuing of 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   **Guarantor-2**

Attested passport size photograph of the Guarantor by the DDO		Attested passport size photograph of the Guarantor by the DDO

Name   :   _____   _____

Designation :   _____   _____

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

Department :   _____   _____

Date of Birth :   _____   _____

Date of Retirement: _____   _____

Complete home   : _____   _____
address with pin Code.

Signature of the Gurantor-1   **Signature of the Gurantor-2**

Countersigned by the DDO
Concerned
With seal & Signature