

To
The Chief Administrative Officer
Ministry of Defence
New Delhi - 110 011

**APPLICATION FOR ISSUE OF NO DEMAND CERTIFICATE OR
FINAL NO DEMAND MEMO**

Sir,

I request that No Demand Certificate or a Final Demand Memo may please be issued in my favour at an early date. Relevant particulars are given below: -

- (a) I am at present in occupation of _____, which I intend to vacate on _____.
- (b) I retired/resigned/was released or due to retire/will be released from service w.e.f. _____.

2. The particulars of accn (including Hostels and leased and requisitioned houses) occupied by me from the MOD Pool in Delhi/New Delhi are given below: -

PARTICULARS OF ACCOMMODATION

PERIOD OF OCCUPATION

3. I have stood surety for the following Government Servants in respect of accn allotted to him/her/them.

NAME

PARTICULARS OF MOD POOL ACCN

4. An undertaking regarding the recovery of any outstanding dues for licence fee/electricity/water charges barrack damages etc in respect of the accn occupied by me and mentioned in Para 2 above is enclosed in triplicate.

5. My post retirement address is as under: -

Yours faithfully,
Name:
Rank & Service No
Office Address:

Dated:

UNDERTAKING

I hereby undertake to pay any outstanding dues for license fee/damages rent/electricity /water charges/barrack damages etc in respect of the accn occupied by me and mentioned in Para 2 of the application

Place

Date

Signature _____

Name _____

Service No & Rank _____

CDA (O) A/c No _____