

Information regarding obtaining final NDC from Estates Department.

Documents required to be submitted by the retired / retiring Government Employees for obtaining the final No demand Certificate (NDC) from Estates Department :-

1. Forwarding letter from the concerned Department where from the officer / official is retiring / has retired.
2. An undertaking in the shape of an affidavit “ that the officer / official has not occupied any Estates accommodation both at Jammu / Srinagar as the case may be ; and if occupied, has handed over the same to Estates Department after his retirement after clearing all his dues .
3. Ten last posting details of retiring / retired officer/ official. It shall be signed by the concerned HOD, if the officer is himself an HOD, then it shall be countersigned by the Financial Advisor / CAO of the concerned Department.
4. NDCs from Deputy Director Estates, Jammu / Srinagar in case of move employees and NDC from Deputy Director Estates, Jammu or Srinagar in case of non- move employees as the case may be.

Note: The retired / retiring officer / official shall submit the above mentioned documents in original in the office of Deputy Director Estates Jammu / Srinagar in case of move employees; and in the office of Deputy Director Estates, Jammu or Srinagar in case of non- move employees as the case may be, and after obtaining the NDC from the Deputy Director Estates Jammu / Srinagar, shall submit the same along with the other requisite documents as mentioned above in the office of Directorate of Estates for obtaining the final NDC (all the documents must be original).

The officers /officials, who have served in the Leh District of Kashmir Division, shall obtain the necessary NDC from the Deputy Director Estates, Kashmir (Srinagar).