



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.

  
**Financial Advisor / CAO  
School Education Department**

No. Edu/Acctts/Circular/2017

Dated: 23-11.2017

**Copy to:-**

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**

**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: \_\_\_\_\_

\_\_\_\_\_

Address with pin code.

**Signature of the Guarantor-1**

**Signature of the Guarantor-2**

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