

**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 \_\_\_\_\_  
PID No. \_\_\_\_\_ (in case of Police personnel only) do hereby under  
take the following:

Attested  
passport size  
photograph of  
the **APPLICANT**  
by the DDO

1. That I was appointed in Government Service as on \_\_\_\_\_, my date of birth is \_\_\_\_\_ and I am retiring/retired 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. ***If the above information given by me (Government servant/Legal heir) is proved to be false, I shall have to face the punishment as per Law and any money due to the Government may be recovered from me.***

**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  
for authentication of signature of Government servant**

**UNDERTAKING**  
**For issuance of No Demand Certificate**  
**in Respect of House Building Advance (HBA)**  
**(Through Legal Heir)**

I \_\_\_\_\_  
S/O, D/O, W/O \_\_\_\_\_  
(R/O \_\_\_\_\_  
(complete home address along with PIN No.) Legal Heir of deceased  
employee namely \_\_\_\_\_  
Designation \_\_\_\_\_ Department \_\_\_\_\_  
PID No. \_\_\_\_\_ (if any) do hereby under take the following:

Attested  
passport size  
photograph of  
the **LEGAL HEIR**  
by the DDO

1. That the deceased was appointed in Govt. Service as on \_\_\_\_\_ and expired on \_\_\_\_\_ (copy of death certificate enclosed).
2. That the deceased has 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 the deceased/legal heir vide No. \_\_\_\_\_ dated \_\_\_\_\_. (NOC from Accountant General, J&K is enclosed).
4. That in case any amount is found outstanding towards HBA against the deceased employee, I shall be personally responsible for liquidating the same out of his/her pension and gratuity.
5. ***If the above information given by me (Government servant/Legal heir) is proved to be false, I shall have to face the punishment as per Law and any money due to the Government may be recovered from me.***

**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.

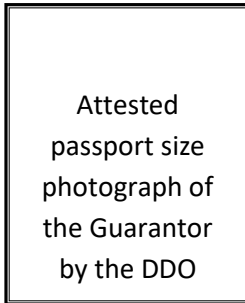
**Signature of  
legal heir**

**Countersigned by the DDO  
concerned  
With seal & Signature  
for authentication of signature of legal heir**

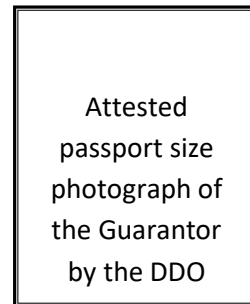
# GUARANTEE

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



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  
for authentication of signature of Guarantors**