

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

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

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

Signature \_\_\_\_\_

Place

Name \_\_\_\_\_

Date

Service No & Rank \_\_\_\_\_

CDA (O) A/c No \_\_\_\_\_