

F. No.A-38011/1/2013-Admn
Government of India
Ministry of Water Resources

Shram Shakti Bhavan, Rafi Marg,
New Delhi, dated 24.7.2013

To

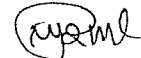
- (i) The President,
Department of Irrigation Cooperative Thrift & Credit Society,
R.K. Puram, New Delhi.
- (ii) The Librarian,
Library,
Ministry of Power,
S S Bhavan, Delhi.

Subject: - Issue of No Demand Certificate to personnel due for retirement within one year.

Sir,

I am directed to say that the Department of Pension and Pensioners Welfare vide OM No. 20/16/1998-P&PW (F) dated 19.2.2013 and 11.7.2013, have reiterated that the Head of Office is required to complete assessment of outstanding Government dues of an employee, eight months prior to the date of retirement. As per the instructions, any such dues will be recovered from the pay and allowances before retirement and from Retirement Gratuity.

2. In view of the above, you are requested to issue No Due Certificate to employees requesting for the same without waiting for orders regarding their retirement from the Admn Section and ensure intimation of the outstanding dues of the employees due for retirement in 12 months in advance. List of employees due for retirement within following 24 months is available on the Ministry's website and is regularly updated. You may please consult this list for issue of NOC, if required.



(L.P. Sharma)

Under Secretary to the Government of India

Tel. 23738126

E-mail: usadmn-mowr@nic.in

Copy to:-

1. The Pay & Accounts Officer, Ministry of Water Resources, New Delhi.
2. NIC cell for uploading on the website of the Ministry
3. Cash/General Admn/Vigilance Section, Ministry of Water Resources.
4. All Officers/Sections/Units in the Ministry. Officers due for retirement are requested to submit No Due Certificate as per prescribed proforma available on the intranet eight months prior to retirement.
5. All dealing hands in the Admn Section