



GOVERNMENT OF NCT OF DELHI  
PUBLIC WORKS DEPARTMENT  
(Policy Branch)  
3<sup>rd</sup> Floor, MSO BUILDING, I.P. ESTATE, NEW DELHI

F.4(NDC)/GPRA/PWD/2022/ 6073-6091

Dated: - 23/06/2022

**OFFICE MEMORANDUM**

Sub: Application performa for "No Demand Certificate" cum Retention.

The undersigned is directed to refer to subject noted above and to enclose herewith an application performa for "No Demand Certificate cum Retention". All allottees of PWD Govt. Accommodation, are hereby informed that now onward, request for "No demand Certificate" or/and "Request for Retention" in respect of Govt accommodation, may be submitted in the attached performa, through proper channel, duly filled in by the applicant and also by Head of Office/H.O.S.

Request submitted for No demand certificate or Retention, in any other form will not be entertained by this department. This has the approval of Pr. Secretary, PWD.

*Ashish*

23/6/22

(ASHISH KUMAR)

Deputy Secretary (Policy)

Encls: No Demand Certificate cum Retention application Performa.

To,

All ACS/Pr. Secretary/Secretary/ HODs, Govt of NCT of Delhi.

Copy for information and necessary action:

1. OSD to Hon'ble Minsiter, PWD.
2. S.O to Chief Secretary, Delhi.
3. PS to Pr. Secretary, PWD.
4. PS to Special Secretary, PWD.
5. All DSs/AHC/ADs/SOs, PWD.
6. Concerned AE/JE of PWD DA Flats Complex, Delhi, for publishing on notice board.
7. System Analyst/AP, PWD for flashing this message/Memorandum on the website for wide publicity.
8. Guard File.

*Ashish*

23/6/22

(ASHISH KUMAR)

Deputy Secretary (Policy)



**APPLICATION PERFORMA for "NO DEMAND CERTIFICATE" (NDC) cum RETENTION**

<b>INSTRUCTIONS:</b> > Please fill up the form in <b>BLOCK LETTERS</b> only. > Fill dates as day (01-31), month (01-12) & year (2002) in the format DD-MM-YYYY. > Please tick (☐) wherever required to do so.		To:  <b>Deputy Secretary,</b> <b>Public Works Department, 3<sup>rd</sup> Floor, MSO</b> <b>Building, IP Estate, New Delhi-110002</b>					
<b>Registration Number of Allottee</b>		<b>Allottee Account Number (AAN)</b> (To be filled up if allotted)					
		<b>Date of Receipt</b> (To be filled by PWD, GNCTD)					
<b>Personal Details</b>							
1. Allottee	Shri / Smt. / Km / Ms. / Dr.						
2. Designation							
3. Current/Last Office with Address							
4.	a) Date of Birth		b) Date from which continuously employed in Govt. Service				
5. Please tick the relevant option and give the date of event for No Demand Certificate		Date of Event					
Superannuation	Resignation	Voluntary Retirement	Death				
			Suo-Moto Vacation				
6. In case, retention of government accommodation is required, mention the period of retention seeking			months				
<b>Government Accommodation allotted by PWD during entire Service period</b>							
S.No.	Type	Locality	Sector	Block	House No	Occupied on	Vacated on
1.							
2.							
3.							
4.							
5.							
<b>Offices in which remained employed during the period of occupation of government accommodation</b>							
S.No.	City	Office	Address of Office	Period of Posting			
				From	To		
1.							
2.							
3.							
4.							
5.							
6.							

7. Current/Last DDO/Office address		8. Current residential address	
Phone			
Mobile			
E-mail			
Documents required			
1. Occupation report		2. Retirement Order	
3. NDC of previous allotted government accommodation*		4. DDO attested Licence Fees passbook photocopy	
5. Vacation Report			

\*If NDC is not obtained for previous accommodation, kindly submit the occupation and vacation report of the respective flat(s) also.

Date:

Signature of the Applicant :

Name of Applicant:

**TO BE FILLED IN BY THE FORWARDING OFFICE**

Office ID		Endorsement No.		Date	
Office					

Certified that all information mentioned in this application are verified from the records and have been found to be correct.

Signature with Date : \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Office Seal

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