

Government of Pakistan
Estate Office
8th & 9th Floor, Shaheed-e-Millat Secretariat, Blue Area, Islamabad.

No. F. No.1()/5/NDC/RENT/EO.

Islamabad, the _____

OFFICE MEMORANDUM

With reference to his/her notification/office order/application No. _____
dated _____ Mr./Miss _____ Designation _____
Department _____ is requested to furnish the following documents
immediately to enable this office to process his/her case for issuance of No Demand Certificate please:—

S. No.	DOCUMENTS REQUIRED/SHORT	YES/NO
i.	Copy of Notification or Retirement.	
ii.	Surety Bond (On STAMP Paper).	
iii.	Undertaking (On STAMP Paper).	
iv.	Service History Position.	
v.	Certificater about profession of spouse.	
vi.	Up-to-date utility bills.	
vii.	Statement of deduction of rent by DDO.	
viii.	Copies of Pay-slips for the month of July-December each year since allotment form _____ to _____.	
ix.	Accommodation History	
x.	Challan/Order of outstanding dues (Rs. _____ /-)	
xi.	Allotment letter/Occupation Report/Validate Report.	
xii.	NOC of water from CDA.	
xiii.	Copy of NIC.	
xiv.	Others.	

In Case of No. Accommodation it is requested to Furnish the Following Documents:

S. No.	DOCUMENTS REQUIRED/SHORT	YES/NO
i.	Pay Slips (July-December)	
ii.	Copy of NIC.	
iii.	Letter from office (No. Accommodation).	
iv.	Undertaking (On STAMP Paper).	
v.	Others.	

Mr./Miss _____

(AAMIR ALI KHAN)
Joint Estate Officer (NDC Cell)
PH. 051-9223091

Copy to:—

1. Director(Admin)/Deputy Secretary (Admin)/Admin. Officer/Ministry of/_____ with the request to direct the officer/official to fulfill the above requirements immediately.
2. Assistant Accountant General/Account Officer/DBA/CAO. Islamabad, with the request not to finalize pension case of any Federal Government Servant including the above officer/official till issuance of No. Demand certificate from this office.

(ABDUL GHANI KHAN)
Superidenent (NDC Cell)