

DELHI JAL BOARD
OFFICE OF THE ZONAL ENGINEER-II (WEST-I)
A-BLOCK, JANAK PURI, N. DELHI-110058.

No. DJB / ZE-II / WEST-I / 2012

/ 198
CIRCULAR

Dated- 17/7/12

NO DEMAND CERTIFICATE

Sh. Ashok Kumar S/o Sh. Ami Chand working as **Fitter –II (DDA)** in this office has to retire from the services of DJB on **31-12-2012 (A.N)** after attaining the super-annuation on completion of 60 years age. All DDO's are therefore, requested to send "**NO DEMAND CERTIFICATE**" in respect of the employee within 15 days from the date of receipt of this circular. In case no report received in this office within the stipulated period, it will be presumed that nothing is due against him. Action for finalizing his dues for **PAYMENT OF TERMINAL BENEFITS on RETIREMENT** shall be initiated and payment will be made without any further reference. The particulars of the employees are given as under :-

Name of Employee	:	Sh. Ashok Kumar
Father's Name	:	Sh. Ami Chand
Date of Birth	:	01-01-1953
Date of Appointment	:	05-01-1977
Date of Retirement	:	31-12-2012 (A.N)
G.P.F. No. /EMP.NO.	:	D-14456 EMP.NO.40014456
Name of Bank	:	Corporation Bank A/c No. 30599
Bank Branch	:	Janak Puri Code No. 0522

This may be treated as most urgent

Remarks : Departmental Accommodation not allotted in his name

All DDO,s

Copy for kind information to:-

1. Director (A&P) / (F&A),
2. SE (West) / AC (W) / (G) / (L&E) /
3. LWO / AO (West) / AO (PF) / AO (B& A) / AAO (West)- I / II / III,
4. For "NO ENQUIRY REPORT" from ADOV / LO (W) / EO in respect of employee.
5. EE (WEST – I / II / III),
6. Incharge, EDP Cell, with the request for deletion of his / her name from the Pay roll on net,
7. All ZE (WEST-I),
8. Corporation Bank, Aryasmaj Road, Karol Bagh, N. Delhi,
9. P/F & S. Book / Office copy.

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Ganraj

EE (EDP)
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19/7/12