

(57)

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

No. DJB / ZE-II / WEST-I / 2013 /

692
CIRCULAR


Dated- 11/2/13

NO DEMAND CERTIFICATE

Sh. Raj Singh S/o Sh. Balbir working as S.G. Mate in this office has to retire from the services of DJB on 30-06-2013(A.N) after attaining the super-annuation on completion of 60 years of age. All Concerned's are therefore, requested to send "NO DEMAND CERTIFICATE" in respect of the employee within 20 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. RAJ SINGH
Father's Name	:	SH. BALBIR
Date of Birth	:	08-06-1953
Date of Appointment	:	01.04.1981
Date of Retirement	:	30.06.2013
G.P.F.A.C. No.	:	D-4984 (40004984)
Name of Bank	:	Corporation Bank A/c No. 31096
Bank Branch	:	C-Block Janak Puri Code No. 0522

This may be treated as most urgent.
Remarks: Departmental Accommodation not allotted in his name.


ZE-II (West-I)

All DDO.s


Copy for kind information to:-


1. Director (A&P) (F&A).
2. SE (West) AC (W) / AC (G)-II AC (L&L) Dy. A&FO (W).
3. IWO AO (West) / AO (PF) AO (B&A) AAO (West-I / II / III).
4. Liquidator, Credit & Thefts Society of LWO
5. For "NO ENQUIRY REPORT" from ADON LO (W) EO in respect of employee.
6. EC (WEST - I / II / III).
7. Incharge, EDP Cell, with the request for deletion of his name from the Pay roll on net.
8. All ZE (WEST-I).
9. Corporation Bank, Arya samaj Road, Karol Bagh, N. Delhi
10. P.T & S. Book - Office copy

EXECUTIVE ENGINEER (EDP)

DIARY No. 311

DATE 12/2/13

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ZE-II (West-I)