



**Government of Jammu and Kashmir  
General Administration Department  
Civil Secretariat, J&K.**

O.M No. GAD-ADM01/113/2021-09-GAD

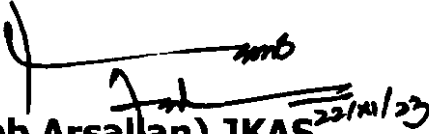
Dated:22.11.2023

**Subject: Issuance of 'No Demand Certificate' by the Library  
in the GAD.**

The undersigned is directed to invite the attention of all Drawing & Disbursing Officers of Administrative Departments/Heads of Departments/Managing Directors of PSUs/Corporations/Boards/Organizations towards Circular No. 43-JK (GAD) of 2013 dated 31.12.2013 issued by the General Administration Department on the captioned subject, whereunder, directions regarding obtaining No Demand Certificate from the Officers/Officials who have ever worked in Civil Secretariat, J&K before finalizing their pension cases have been issued. It has been categorically stated that the pension papers of employees posted in the Civil Secretariat even on short term basis shall not be processed without producing NDC from the GAD (Library).

It has however been observed that DDOs are recommending pension cases of employees of different cadres working in various government departments of Civil Secretariat, without seeking NDC from the GAD (Library), as a result of which, large number of books are outstanding with the officers/officials who retire on superannuation.

Accordingly, the undersigned is directed to request all Drawing & Disbursing Officers of Administrative Departments/Heads of Departments /Managing Directors of PSUs/Corporations/Boards/Organizations to strictly adhere to circular instructions issued on the subject in terms of Circular No. 43-JK (GAD) of 2013 dated 31.12.2013(**copy enclosed**). Any deviation/non-compliance shall be dealt seriously under rules/norms and the DDOs shall be personally responsible for any lapse in this regard.

  
**(Shakeeb Arsalan) JKAS** 22/11/23  
Under Secretary to the Government.

**All Administrative Secretaries and  
all Drawing & Disbursing Officers.**



GOVERNMENT OF JAMMU AND KASHMIR,  
GENERAL ADMINISTRATION DEPARTMENT,  
(Administration Section)  
Civil Secretariat, Jammu

Subject: Issuance of 'No Demand Certificate' by the Library in the GAD.

**Circular No. 43-GAD of 2013**

**Dated: 31-12-2013**

It has been reported that the books being issued from the Library in the General Administration Department are not being returned by the Officers/Officials of the different Departments of Civil Secretariat and Assembly/Council Secretariat, as a consequence whereof the usage of these books gets restricted. Furthermore, these books are not being returned by the Officers/Officials moving out of the Secretariat on account of transfers/retirements and even the DDOs are issuing their Service Books without seeking NoC from the Library. The complaints are quite often being received against the officers of the Planning & Development and the Finance Department with regard to non returning of the books to the library.

Accordingly, the following instructions are brought to the notice of all the concerned for strict compliance:-

- i) All the Administrative Secretaries shall direct the Officers/Officials under their Administrative control to return the Books of the Library in a time bound manner.
- ii) The Drawing and Disbursing Officers of the Departments in the Civil Secretariat shall ensure that the Service Books/LPCs of the Officers/Officials moving out on account of transfer are issued only after obtaining 'No Demand Certificate' from the Library in the General Administration Department.
- iii) The concerned Heads of the offices/DDOs shall ensure that 'No Demand Certificates' are obtained from the Officers/Officials who have worked in the Secretariat, before finalizing their pension cases. Similarly, the pension papers of employees posted in the Secretariat, even on short term basis and posted outside the Secretariat be not processed unless production of the NDC by them from the GAD (Library).

Sd/-

(M.A.Bukhari), IAS,

Secretary to the Government,  
General Administration Department

Dated: 31.12.2013

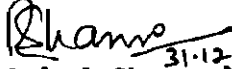
No: GAD (Adm) 98/2011-V

Copy to the:-

1. Financial Commissioner, Revenue.
2. All Principal Secretaries to Government.

*M.A. Bukhari*

3. Principal Secretary to Hon'ble Chief Minister/Hon'ble Governor.
4. All Commissioner/Secretaries to Government.
5. Divisional Commissioner, Kashmir/Jammu.
6. All Heads of Departments.
7. All Deputy Commissioners.
8. Director Information, J&K.
9. Deputy Secretary/PPS to Chief Secretary.
10. P.A to Secretary to Government, GAD.
11. Incharge Website, GAD.
12. Circular file/Stock file.

  
31.12.13

**(Rajesh Sharma)**

Deputy Secretary to the Government,  
General Administration Department