

MAHANAGAR TELEPHONE NIGAM LIMITED
OFFICE OF THE EXECUTIVE DIRECTOR TELEPHONES
K.L. BHAWAN, JANPATH, NEW DELHI-110050.

To,

CPF/GPF

The Executive Director,
MTNL, K. L. Bhawan,
New Delhi-110050.

Sir,

I am to state that I have resigned/retired or shall be retiring or have been dismissed/retrrenched from Govt. Service w.e.f. _____ I furnish the following particulars to enable you to issue No Demand Certificate to no

Particulars:-

1. Govt. accommodation occupied during the entire service.

S. No	Particulars of accommodation	Period of occupation	Office of which employed with duration
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1.

2.

2. Date of Appointment _____

3. Whether stood surety for Govt. servant for payment of rent dues etc. in r/o Govt. accommodation allotted from MTNL.

(Particulars of Govt. servant from whom stood surety)

Name	Particulars of accommodation
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Yours faithfully

Name of the officials _____
Staff No. _____ Emp. No. _____
Resi. Add. _____
Phone No. (R) _____ (O) _____
M. No. _____

Forwarded in original to SDE (Bldg-III), MTNL, K.L. Bhawan, ND for further necessary action at your end.

Endorsement No. _____

Date: _____

Signature of unit officer with stamp

SURETY BOND

In consideration of the Mahanagar Telephone Nigam Limited PSU (Herein after called) 'MTNL' which expression shall include his successors & assigns having agreed to settle the final accounts of Sh./Smt. without production of a 'No Demand Certificate' form the General Manager, (fill the area) New Delhi. I hereby stand surety which expression shall include my heirs executors and administrators for payment by the said of rent and other dues in respect of residence allotted to him/her by MTNL and also for any residence that may be allotted or that was allotted to the said from time to time by MTNL. I the surety further agree and undertake to indemnify the MTNL against all losses and damages until delivery of vacant possession of the above said quarter is made over to MTNL.

I hereby also stand surety for any amount that may be come due by the said to MTNL by way of over payment of pay & allowance, leave salary, advance for conveyance, house building of other purpose, or any other dues.

The obligations undertaken by Shri/Smt shall not be discharged or in way effected by any extension of time or any other indulgence granted by MTNL to the said

- 1 The "No Demand Certificate" is issued by the General Manager, (area), New Delhi in favour of the said
- 2 The concerned Audit officer has/have certified that nothing is now due to the MTNL from the said

.....
(Signature of the surety)

Name (in capital words).....
Designation & Staff No
Emp. No. & Telephone No.....

Signed and delivered by the surety at this day of in the presence of

(Witness)

1 Signature
(Name, address & occupation of the witness)

Certified that Sh./Smt is a permanent MTNL employee/servant
This bond is hereby accepted

Signature of the Head of the
Department or office in which
the surety employed.
(Signature & Designation for and
on behalf of the MTNL President of India)