**PROFORMA**

**APPLICATION FOR DEMAND CERTIFICATE/NO DEMAND**

**CERTIFICATE ON LONG TERM LOAN**

To

The Chief Controller of Accounts

Accounts & Treasuries

Government of Mizoram, Aizawl

Subject Issue of Demand Certificate/No Demand Certificate

Sir,

Kindly issue Demand Certificate/No Demand Certificate (strike off whichever is not applied for) in favour of the Government employee whose particulars are as given below:

1. **Name**  : ………………………………………………………………
2. **Father’s Name**  : ………………………………………………………………
3. **Whether New Pension**

**Scheme Subscriber or Not** : ………………………………………………………………

1. **Designation** : ………………………………………………………………
2. **Officer/Department** : ………………………………………………………………
3. **Name of Loan (s)**

[Advance (s)] availed

*(if availed)* : ………………………………………………………………

1. **Reason for which DC/NDC**

**is required**  : (a) Retirement – Date of retirement : …..…………………..

*(please tick whichever* (b) Death - Died on : …..…………………..

*is applicable)* (c) Principal & Interest fully

 recovered – Date of Recovery

 of last instalment : …..………………….

(d) Did not availed any Loan (Advance)

***[Note – Any Loan (Advance) the recovery of which had been completed before 1.7.2008 should ber treated as ‘not availed’. Hence,Sl.No. 6 & 7 not necessary.]***

1. **Code No.** *(please tick*  : (a) House building Advance (HBA) Code No ……..……….

*whichever is applicable*) (b) Motor Car Advance (MCA) Code No ………………

 (c) Scooter Advance (SA) Code No ………...……

 (d) Computer Advance (CA) Code No ……….……..

 (e) Special Car Loan (SCL) Code No ………………

1. **Details of Recovery**

**PRINCIPAL**

(Not necessary if recovery of Principal completed)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl No.** | **Name of Loan****(Advance)** | **Total Amount of Loan (Advance)****(Rs)** | **No. of Instalments (in which to recover)** | **Rate of Instalment****(Rs)** | **Total Amount Recovered****(Rs)** | **Instalment No. of recovery made last** | **Balance****(Rs)** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |
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**INTEREST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl No.** | **Name of Loan****(Advance)** | **Total Amount of Loan (Advance)****(Rs)** | **No. of Instalments (in which to recover)** | **Rate of Instalment****(Rs)** | **Total Amount Recovered****(Rs)** | **Instalment No. of recovery made last** | **Balance****(Rs)** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |
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Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOD / HOO

Memo No ………………………………………… Dated …………………………………..

Copy to :- (1) Person concerned

 (2) …………………………………………….

 (3) …………………………………………….

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HOD / HOO