BHSL/F&AD/HR&AD/23/2021/ Date:……………….

**NO DEMAND CERTIFICATE**

Mr/Mrs………………….……..bearing citizenship identity card no……………………….shall be relieved from this office w.e.f….………….. Therefore, all Heads of Division & Units are requested to furnish information on dues/outstanding/pending against his/her name, if any, in order to enable us to recover/adjust the same from him/her before the official concerned is being relieved from BHSL.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Concerned Officials** | **Signature** | **Remarks** |
| 1 | Head, F&AD |   |   |
| 2 | Head, SCMD |   |   |
| 3 | Head, TD |  |  |
| 4 | Asst. Manager (Logistics) |   |   |
| 5 | Warehouse Assistant |  |  |
| 6 | Asset Declaration Administrator |   |  For vacation of office (AD) |
| 7 | ICT In charge |   |   |
| 8 | Housing In charge (Ugyenling) |  | Applicable if only he/she is a resident of Ugyenling |
| 9 | EHS Officer |   |   |

**(Kezang Namgyel)**

 **Head (HR&AU)**

Cc:

1. All Heads, Division / Units, BHSL, Jigmeling
2. Official concerned
3. File