

**Capital Hospital, CDA Islamabad**

SUBJECT: **REQUEST FOR ISSUANCE OF "NO DEMAND CERTIFICATE" (RETIRED, PENSION, DEATH, REPATRIATION CASES, ETC)**

**EMPLOYEE INFORMATION:**

NAME _____		FATHER/HUSBAND NAME _____		DATE OF BIRTH _____	
DATE OF RETIREMENT/DEATH _____		DIRECTORATE _____		DESIGNATION _____ BPS _____	
CNIC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMPLOYEE NO			MEDICAL CARD No		
CONTACT NO: _____					

**DETAILS OF FAMILY MEMBERS:**

S.NO	NAME AND CNIC	SEX	MEDICAL CARD NO	REMARKS	
				COLLECTED	BLOCKED
1	Wife <input type="text"/>				
2	Husband <input type="text"/>				
3	Mother <input type="text"/>				
4	Father <input type="text"/>				
5	Child-1 <input type="text"/>				
6	Child-2 <input type="text"/>				
7	Child-3 <input type="text"/>				
8	Child-4 <input type="text"/>				
9	Child-5 <input type="text"/>				
10	Child-6 <input type="text"/>				
11	Child-7 <input type="text"/>				
12	Child-8 <input type="text"/>				

**DECLARATION:** I hereby solemnly declare that information given in the form is true and correct to the best of my knowledge and belief and nothing has been concealed or withheld.

**DOCUMENTS ATTACHED:** Retirement Notification, Death Certificate, Medical Cards, Copies of CNICs, Copy of B-Form, Family Registration Certificate, Affidavit for Misplaced Cards.

\_\_\_\_\_  
**SIGNATURE OF EMPLOYEE/DEPENDENT**

**RECORD ROOM:** Cards Collected Nos \_\_\_\_\_ Cards Blocked Nos \_\_\_\_\_

\_\_\_\_\_  
**RECORD KEEPER**

**HMIS SECTION:** It is verified that record keeper blocked the cards from HMIS System.  
May issue NDC

\_\_\_\_\_  
**INCHARGE HMIS**

**ADMIN SECTION:** Issued Under Dispatch No \_\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_  
**ASSISTANT DIRECTOR (ADMIN)**

**RECORD KEEPER**

## **SOP FOR OBTAINING “NO DEMAND CERTIFICATE (NDC)”**

1. The employee or their representative (in case of death of employee) will fill the Performa for “No Demand Certificate (NDC)” of Capital Hospital, CDA Islamabad.
2. Employee or their representative (in case of death of employee) will submit Performa with all Medical Cards and other documents. In case of lost of Medical Cards he/she will submit affidavit.
3. Record Keeper will verify the data given in the Performa and will collect and block the Medical Cards.
4. Incharge HMIS will certify the blockage of all Medical Cards.
5. The Assistant Director (Admin), Capital Hospital will issue NDC and will forward the record to Record Keeper.
6. Medical Card section will issue new “Blue” colour Medical Card to the retired employee. In case the NOC is issued before retirement date, “Blue” colour Card will be issued with expiry date i.e. 03 months after the retirement date. On allocation of PPO No, the card will be issued for 10 years to employee, Wife, Husband, Mother, Father but Children upto the age of 18 years.