



VISVA-BHARATI
SANTINIKETAN

OFFICE ORDER

The undersigned is to convey that the Upacharya, subject to ratification by the Karma-Samiti, is pleased to permit Prof. V Raman (Employee Code No. 1990052), Department of Philosophy & Comparative Religion to retire voluntarily from the University service **w.e.f. 31/10/2018 (AN)**.

Pension and retirement benefits in respect of Prof. V Raman will be settled as per rules. Prof. V Raman is requested to submit application for pensionary benefits in the prescribed proforma to the Finance Officer and to surrender Staff Identity Card and Medical Card and submit Dues Clearance Certificate before the date of voluntary retirement.

Ref. No. Estab./E-III/ACE-866(V-4)
Date : 28/09/2018

Registrar (Acting)
Visva-Bharati

To

1. Prof. V Raman (Employee Code No. 1990052), Department of Philosophy & Comparative Religion – [Enclo.: (i) Form of application for payment of Pension & Gratuity, (ii) Form of application for commutation of pension including instructions of applicant for the commutation of pension, (iii) Declaration form, (iv) Form of Nomination (Form A; 3 copies) for the payment of arrear of pension (Nomination Rule 1983) and (v) Form of Nomination for commutation of pension].

Copy forwarded for information and necessary action to:

1. Principal, Vidya-Bhavana- with a request to send a certificate that no leave application of Prof. V Raman is pending with him.
2. Head, Department of Philosophy & Comparative Religion
3. Chief Medical Officer
4. Finance Officer
5. Internal Audit Officer
6. Joint Registrar (Accounts)
7. Librarian, Central Library
8. Joint Registrar (Estate.)
9. Joint Registrar (SC/ST)
10. Assistant Registrar (Meeting Section) – to be placed before the Karma-Samiti (EC) for ratification
11. C S to Upacharya
12. PA to Registrar
13. Section Officer, RB Section
- ✓ 14. University Web Master – to upload in the University Website
15. File

28/9/18