



VISVA-BHARATI  
SANTINIKETAN

**OFFICE ORDER**

गणित सदन / Computer Centre  
विश्वभारती / Visva-Bharati  
सारांश सं./Docket No. ....239  
तिथि/Date ..... 15/11/16

The undersigned is to convey that the Upacharya, subject to ratification by the Karma Samiti, is pleased to permit Smt. Shashi Bhatt (Employee Code No. 1993023), placed in grade of Section Officer, to retire voluntarily from the University service **w.e.f. 30/11/2016 (AN)**.

Pension and retirement benefits in respect of Smt. Shashi Bhatt will be settled as per rules. Smt. Shashi Bhatt is requested to submit application for pensionary benefits in the prescribed proforma to the Joint Registrar (Establishment) 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/ANE-1044**  
**Date: 15/11/2016**

**Joint Registrar (Establishment)**  
**Visva-Bharati**

To :

1. Smt. Shashi Bhatt (Employee Code No. 1993023), placed in grade of Section Officer, Rabindra Bhavana - [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 5 for the payment of arrear of pension (Nomination Rule 1983 - 3 copies) (v) Form of Nomination for commutation of pension].

Copy forwarded for information and necessary action to:

1. Director, Rabindra Bhavana
2. Finance Officer
3. Internal Audit Officer
4. Accounts Officer
5. Librarian, Central Library
6. Joint Registrar (Estate)
7. Joint Registrar (SC/ST Cell)
8. Chief Medical Officer
9. C S to Upacharya
10. PA to Registrar
11. Section Officer, RB Section
12. Section Officer (Meeting Section) - to be placed before the Karma-Samiti (EC) for ratification
13. University Web Master - to please upload in the University Website
14. File