



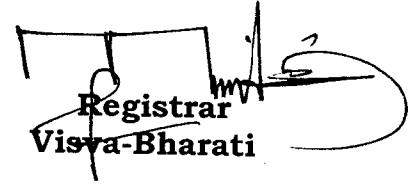
**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

The undersigned is to convey that the Upacharya, subject to ratification by the Karma Samiti, is pleased to approve the voluntary retirement of Smt. Achina Majumdar (ID No. 1990031), Assistant Lecturer from the University service **w.e.f. 03/08/2015 (AN)**.

Pension and retirement benefits in respect of Smt. Achina Majumdar will be settled as per rules. Smt. Achina Majumdar 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/ACE-861(A-55)
Date: 17/04/2015


Registrar
Visva-Bharati

To :

1. Smt. Achina Majumdar (ID No. 1990031), Assistant Lecturer, Siksha Satra - [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. Principal, Siksha Satra
2. Finance Officer
3. Internal Audit Officer
4. Deputy Registrar, Accounts
5. Librarian, Central Library
6. Joint Registrar (Establishment)
7. Deputy Registrar (Estate)
8. Joint Registrar (SC/ST Cell)
9. C S to Upacharya
10. Section Officer (Meeting Section) - to be placed before the Karma-Samiti (EC) for ratification
- ✓ 11. Web Master - to upload in the University Website
12. Hindi Officer - to translate the Office Order into Hindi and arrange for uploading in the University Website
13. VOIS