



**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

The undersigned is to convey that the Upacharya, subject to ratification by the Karma Samiti, is pleased to permit Sri Jaideep Chaudhury (Employee Code No. 1985074), Senior Assistant to retire voluntarily from the University service **w.e.f. 31/08/2016 (AN)**.

Pension and retirement benefits in respect of Sri Jaideep Chaudhury will be settled as per rules. Sri Jaideep Chaudhury 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-1314
Date: 12/08/2016**

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

To :

1. Sri Jaideep Chaudhury (ID No. 1985074), Senior Assistant, Engineering Department - [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, Granthana Vibhaga
2. University Engineer
3. Finance Officer
4. Internal Audit Officer
5. Accounts Officer
6. Librarian, Central Library
7. Joint Registrar (Estate)
8. Joint Registrar (SC/ST Cell)
9. C S to Upacharya
10. PA to Registrar
11. Section Officer (Meeting Section) - to be placed before the Karma-Samiti (EC) for ratification
12. University Web Master - to please upload in the University Website
13. File