



VISVA-BHARATI
SANTINIKETAN

OFFICE ORDER

गणित मदन / Computer Centre

विश्वभारती / Visva-Bharati

सारांश सं./Docket No. 225

तिथि/Date 29.1.24

The undersigned is to convey that the Upacharya, subject to ratification by the Karma-Samiti, is pleased to permit Marangkuri Murmu (ID No.2002025), Mali, Rabindra Bhavana, Santiniketan to retire voluntarily from the University service w.e.f. 11/03/2024 (AN).

Pension and retirement benefits in respect of Marangkuri Murmu will be settled as per rules.

Ref. No. Estab./E-III/VRS/ALE-1230

Date : 19/01/2024

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Registrar (Acting)
Visva-Bharati

23/1/2024

To,

1. Marangkuri Murmu (ID No. 2002025), Mali, Rabindra Bhavana, Santiniketan. [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] : She is requested to submit application for pensionary benefits in the prescribed pro-forma to the Finance Officer and to surrender Staff Identity Card, Library Card and Medical Card and submit Dues Clearance Certificate before the date of voluntary retirement.

Copy forwarded for information and necessary action to:

1. Director, Rabindra Bhavana - with a request to send a certificate that no leave application of Marangkuri Murmu is pending with her.
2. In-Charge, Chief Medical Officer
3. Finance Officer
4. C. S. to Upacharya
5. Librarian, Central Library
6. Joint Registrar (Accounts)
7. Joint Registrar (Estate.)
8. Professor In-Charge (SC/ST)
9. Deputy Registrar (Establishment)
10. Internal Audit Officer
11. Assistant Registrar (Meeting Section) - to be placed before the Karma-Samiti (EC) for ratification.
12. P.A. to Registrar
13. Section Officer (RB Section/Gen/E-I, E-II, E-III/S & P/Pension Section/PF)
- ✓ 14. University Web Master - to upload in the University Website
15. File