



**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

The undersigned is to convey that the Upacharya, subject to ratification by the Karma-Samiti, is pleased to permit Shri Ajoy Sankar Roy (ID No.1990015), PA Level 'B', Granthana Vibhaga, Santiniketan to retire voluntarily from the University service w.e.f. 07/10/2023 (AN).

Pension and retirement benefits in respect of Shri Ajoy Sankar Roy will be settled as per rules.

Ref. No. Estab./E-III/ANE-954
Date : 04/08/2023

M. N. Saha
Registrar (Acting) 4.8.23
Visva-Bharati

To,

1. Shri Ajoy Sankar Roy (ID No. 1990015), - PA Level 'B', Granthana Vibhaga, 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] : He 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, Granthana Vibhaga - with a request to send a certificate that no leave application of Shri Ajoy Sankar Roy is pending with him.
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. PA 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