



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 Surajit Dutta (Employee Code No. 1997113), Laboratory Assistant, Department of Agronomy, Palli Siksha Bhavana to retire voluntarily from the University service **w.e.f. 31/07/2019 (AN)**.

Pension and retirement benefits in respect of Shri Surajit Dutta be settled as per rules. Shri Surajit Dutta is requested to submit application for pensionary benefits in the prescribed proforma to the Finance Officer 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/ALE1057(S-155) (V-4)
Date :06/07/2019

Registrar (Meeting)
Visva-Bharati

To

1. Shri Surajit Dutta (Employee Code No. 1997113), Laboratory Assistant, Department of Agronomy, Palli Siksha 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 (Form A; 3 copies) for the payment of arrear of pension (Nomination Rule 1983) and (v) Form of Nomination for commutation of pension].

Copy forwarded for information and necessary action to:

1. Principal, Palli Siksha Bhavana , - with a request to send a certificate that no leave application of Shri Surajit Dutta is pending with him.
2. Head, Department of Agronomy
3. Chief Medical Officer
4. Finance Officer
5. Internal Audit Officer
6. Joint Registrar (Accounts)
7. Librarian, Central Library
8. Joint Registrar (Estate.)
9. Joint Registrar (SC/ST)
10. Assistant Registrar(Meeting Section) – to be placed before the Karma-Samiti (EC) for ratification
11. C S to Upacharya
12. PA to Registrar
13. Section Officer, RB Section
14. University Web Master – to upload in the University Website
15. File