



**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 Avik Ghosh (ID No. 1988031), Grihadhyaksha, Patha-Bhavana to retire voluntarily from the University service **w.e.f. 31/12/2020 (AN)**.

Pension and retirement benefits in respect of Shri Ghosh will be settled as per rules. Shri Ghosh 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/ACE-819
Date :14/10/2020


Registrar (Acting)
Visva-Bharati

To

1. Shri Avik Ghosh (ID No. 1988031), - Grihadhyaksha, Patha-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, Patha-Bhavana- with a request to send a certificate that no leave application of Shri Avik Ghosh is pending with him.
2. Chief Medical Officer
3. Finance Officer
4. Internal Audit Officer
5. Joint Registrar (Accounts)
6. Librarian, Central Library
7. Joint Registrar (Estate.)
8. Joint Registrar (SC/ST)
9. Assistant Registrar(Meeting Section) – to be placed before the Karma-Samiti (EC) for ratification
10. C S to Upacharya
11. PA to Registrar
12. Section Officer, RB Section
13. University Web Master – to upload in the University Website
14. File