

**By Special Messenger**

NO.AAL19/2018/16  
GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL (PERSONNEL : A )  
ASSAM SECRETARIAT (CIVIL) DISPUR  
GUWAHATI-781006

Dated Dispur the 17<sup>th</sup> May, 2018

To,

Shri V.B. Pyarelal, IAS  
Chairman  
Assam Administrative Tribunal and Board of Revenue and  
Additional Chief Secretary to the Govt. of Assam  
Finance, Cultural Affairs etc. Departments  
Dispur, Guwahati-781 006.

**Subject : Advance Notice of Retirement.**

Sir,

In inviting a reference to Ministry of Finance, Govt. of India's OM No.11(3)-EV(A) dated 28<sup>th</sup> February, 1976, I am directed to inform you that as per records of this Department you are due for retirement with effect from **28-02-2019 (A.N.)** on attaining the age of superannuation.

I am, therefore, to request you to kindly submit your Pension Papers in the prescribed Form **in duplicate** (one set enclosed), after duly filling in the same so as to enable this Department to process the matter. In case you wish to draw your Pensionary Benefits from a different accounting circle other than Assam, you are required to submit the pension papers in **triplicate**. This will facilitate the Department to enable you to get the Pensionary Benefits on time.

While submitting the Pension Papers, you are requested kindly to:-

- (1) Indicate whether you have availed of House Building Advance / Motor Car Advance / Motor Cycle or Scooter Advance / Computer Advance etc. and, if so, whether there are any outstanding liabilities pending against you (Principal amount along with interest).
- (2) Furnish a Clearance Certificate issued by the Accountant General, in case you do not have any pending liability.
- (3) Furnish a "No Demand Certificate" from the Estate Officer/Executive Engineer, P.W. Department in respect of those availing of Govt. accommodation.
- (4) Furnish an Option letter indicating whether you want to opt for State Govt. Medical Scheme or CGHS.
- (5) Ensure that all required papers (Specimen signature in a separate sheet of paper, duly attested by a Govt. servant, two slips per set of Pension Papers indicating height & personal identification mark duly attested, Clearance Certificate from Accountant General, No Demand Certificate, if need be and Option letter regarding medical scheme and joint photographs (3 copies per set) are submitted as laid down in Form-5 and Form-7.

Yours faithfully

(Nityananda Boro)  
Deputy Secretary to the Govt. of Assam  
Personnel (A) Department  
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Memo No. AAL19/2018/16-A

Dated Dispur the 17<sup>th</sup> May, 2018

Copy for information and necessary action forwarded to:-

- 1) The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
- 2) The Joint Secretary to the Govt. of Assam, Pension & Public Grievance Department, Dispur, Guwahati-06 for information.
- 3) The Under Secretary to the Govt. of Assam, Secretariat Administration (Accounts) Department, Dispur, Guwahati-06 for information.
- 4) ✓ The **personnel.assam.gov.in** Website, Personnel (A) Department, Dispur, Guwahati-06.

By Order Etc.,

*(Signature)*  
Deputy Secretary to the Govt. of Assam  
Personnel (A) Department  
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