

Registered A/D

No.AAP.77/2019/8  
GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL (PERSONNEL : A)  
ASSAM SECRETARIAT (CIVIL) DISPUR  
GUWAHATI-781006

Dated Dispur, the 18<sup>th</sup> March, 2020

To,  
Shri Dibyajyoti Saharia  
Secretary to the Govt. of Assam,  
Public Works Department  
Assam Secretariat

**Subject : Notice of Retirement.**

Ref : This Department's Notification no. AAP.77/2019/6 dated 29<sup>th</sup>  
January, 2020

Sir,  
With reference to the above, I am directed to inform you that you are due  
for retirement w.e.f. **31/03/2020** on expiry of extension of service.

I am, therefore, to request you kindly to submit your Pension Papers in the  
prescribed Form in duplicate after duly filling in the same so as to enable this  
Department to process for facilitating you to get your Pensionary Benefits on  
time.

While submitting the Pension Papers, you are requested kindly to 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  
alongwith interest). You are also requested to furnish the Clearance Certificate  
issued by the Accountant General, if no outstanding amount is pending. A "No  
Demand Certificate" from the Estate Officer / Executive Engineer, Public Works  
Department may also kindly be furnished in case you are occupying Govt.  
accommodation.

You are also requested to furnish a copy of G.P.F. statement issued by  
the Accountant General (A&E), Assam with your pension papers. It should be  
mentioned that in term of the provisions of Rule 4B of the GPF (Assam Service)  
(Amendment) Rules 1994, the recovery of GPF subscription should be stopped  
before 3 months of the date of retirement of a subscriber.

Yours faithfully

(Pallabi Phukan)  
Joint Secretary to the Govt. of Assam  
Personnel (A) Department

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Memo No. AAP.77/2019/8-A

Dated Dispur, 18<sup>th</sup> March, 2020

Copy to :-

- (1) The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-  
781 029.
- (2) Deputy Secretary to the Govt. of Assam, PWR (Estt-B) Department,  
Dispur.
- ✓ (3) Assam Online Portal

By Order Etc.,

*[Signature]*  
18/3/20  
Joint Secretary to the Govt. of Assam  
Personnel (A) Department