

No. AAI.19/2018/66  
GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL (PERSONNEL :: A)  
ASSAM SECRETARIAT (CIVIL) DISPUR  
GUWAHATI - 6.

Dated Dispur the 19<sup>th</sup> June, 2019

To

Shri Manoj Kumar Deka IAS  
Director, Training, Assam Administrative  
Staff College, Khanapara, Guwahati

**Subject : Advance Notice of Retirement**

Sir,

In inviting a reference to Ministry of Finance, Govt. of India's O.M. No.11(3)-EV(A) dated 28<sup>th</sup> February, 1976, I am directed to inform you as per records of this department you are due for retirement with effect from **31.1.2020 (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 **two sets** ( 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 requested to intimate this to this department.

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" form the Estate Officer/ Executive Engineer, P.W. Department in respect of those availing of Govt. accommodation.
- (4) Furnish 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, dully attested by a Govt servant, two slips per set of Pension Papers indicating height and personal identification mark dully 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

(Sri Nityananda Boro)  
Deputy Secretary to the Govt. of Assam  
Personnel (A) Department  
Dated Dispur the 19<sup>th</sup> June, 2019

Memo No.AAI.19/2018/66-A

Copy for information and necessary action forwarded to :

- 1) The Accountant General (A&E) Assam, Maidamgaon, Beltola, Guwahati-29
- 2) The Deputy Secretary to the Govt. of Assam, Pension & Public Grievance Department, Dispur, Guwahati-06
- 3) The Deputy Secretary to the Govt. of Assam, Secretariat Administration (Accounts) Department, Dispur, Guwahati-06
- 4) ✓ The [personnel.assam.gov.in](http://personnel.assam.gov.in) Website, Personnel (A) Department, Dispur, Guwahati-06

By order etc.

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