

No. AAI.19/2018/56
GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL (PERSONNEL :: A)
ASSAM SECRETARIAT (CIVIL) DISPUR
GUWAHATI - 6.

Dated Dispur the 19th June, 2019

To

Shri Ravi Capoor IAS
Addl Chief Secretary to the Govt. of Assam
Industry & Commerce, Act East Policy Affairs, Public Enterprise,
Environment & Forest etc. Departments
Dispur, Guwahati-06

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 28th February, 1976, I am directed to inform you as per records of this department you are due for retirement with effect from **31.12.2020 (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 19th June, 2019

Memo No.AAI 19/2018/56-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 Website, Personnel (A) Department, Dispur, Guwahati-06

By order etc.

M Boro
19/6/19
Deputy Secretary to the Govt. of Assam
Personnel (A) Department