

No.AAP.68/2017/6  
GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL (PERSONNEL : A )  
ASSAM SECRETARIAT (CIVIL) DISPUR  
GUWAHATI-781006

Dated Dispur, the 25<sup>th</sup> February, 2020

To,

Shri Rajendra Prasad Das  
Secretary to the Govt. of Assam,  
Water Resources Department  
Assam Secretariat

**Subject : Notice of Retirement.**

Sir,

With reference to the above, I am directed to inform you that as per records provided by Water Resources Department (HSLC Certificate) and computation of date of birth in pursuance of general clarification provided by the Finance Departments OM No.FEG26/2012/29 dated 31/10/2012, you are due for retirement w.e.f. **31/03/2020** on attaining the age of superannuation.

I am, therefore, to request you kindly to 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 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

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

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Memo No. AAP.68/2017/6-A

Dated Dispur, 25<sup>th</sup> February, 2020

Copy to :-

- (1) The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-781 029.
- (2) Deputy Secretary to the Govt. of Assam, Water Resources Department, Dispur with reference to letter no. WR(E) 48/2019/55 dated 12/02/2020.
- (3) Assam Online Portal

By Order Etc.,

*9/2/20*  
Joint Secretary to the Govt. of Assam  
Personnel (A) Department