

1/201879/2023

GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL (PERSONNEL::A)
ASSAM SECRETARIAT (CIVIL) DISPUR
GUWAHATI-06.

Dated Dispur the 21st June, 2023

No.Ecf.306454/32

To,

Ravi Shankar Prasad, IAS
Additional Chief Secretary, Environment, Forest & Climate Change,
Soil Conservation Departments.

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 that as per records of this department you are due for retirement with effect from **31.08.2024 (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 the same to this department.

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

- (1) Indicate whether you have availed 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 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, duly attested by a Govt. servant), two slips per set of Pension Papers indicating height and 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

Signed by Sanjib Kumar
Borah

Joint Secretary to the Govt. of Assam
Date: 21.06.2023 18:14:01
Personnel (A) Department

Dated Dispur the 21st June, 2023

Memo No. Ecf.306454/32-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, General Administration (Sectt. Accounts) Department, Dispur, Guwahati-06
- 4) personnel.assam.gov.in

By order etc.,

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