

No.AAP.121/2021/33  
GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL (PERSONNEL : A )  
ASSAM SECRETARIAT (CIVIL) DISPUR  
GUWAHATI-781006

Dated Dispur, the 1<sup>st</sup> October, 2021

To,  
Smti Rani Katharpi, ACS  
Secretary,  
Industries & Commerce Department, etc.  
Dispur, Guwahati-06.

**Subject** : Notice of Retirement.

Madam,

I am directed to inform you that as per records of this department, you are due for retirement w.e.f. 31/08/2022 on attaining the age of superannuation.

I am, therefore, to request you to kindly submit your Pension Papers in the prescribed Form in duplicate (**one set enclosed**), well in advance before your date of retirement 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

Joint Secretary to the Govt. of Assam  
Personnel (A) Department  
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01/10/21

Memo No.AAP.121/2021/33-A

Dated Dispur, the 1<sup>st</sup> October, 2021

Copy to :-

- (1) The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
- (2) The Principal Secretary to the Government of Assam, Industries & Commerce Department, Dispur, Guwahati-06 for information.

By Order Etc.,

Joint Secretary to the Govt. of Assam  
Personnel (A) Department  
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01/10/21