

By Registered Post

No. AAL19/2018/94  
GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL (PERSONNEL (A))  
ASSAM SECRETARIAT (CIVIL) DISPUR  
GUWAHATI - 6.

Dated Dispur the 13<sup>th</sup> August, 2020

To

Shri Sanjeeva Kumar IAS  
Additional Secretary, D/o Health & Family Welfare,  
M/o Health & Family Welfare  
Govt. of India, New Delhi

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 30.9.2021(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, 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

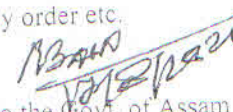
(Sri Nityananda Boro)  
Joint Secretary to the Govt. of Assam  
Personnel (A) Department  
Dated Dispur the 13<sup>th</sup> August, 2020

Memo No. AAL19/2018/94-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.

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