



Rabindra Bharati University

Ref. No. RBU/REG/091/2020

Date: July 10, 2020

NOTICE

In terms of G.O. No 302-Edn(U)/EH/1U-10/2020 dated 13th March, 2020 and G.O. No. 363-Edn(U)/EH/1U-10/2020 dated 12th June, 2020 pertaining to revision of pension/family pension for the university employees (Teacher, Officer and Non-Teaching), it is notified that a declaration is to be submitted by all the pensioners and family pensioners who retired during 01.01.2016 to 31.12.2019 (both days inclusive) as per the format attached herewith latest by 14.07.2020 to the Finance Department (Pension Section) of the University.

It is to be noted that submission of said declaration is mandatory for disbursement of revised pension/family pension to the concerned pensioners/family pensioners and also for releasing additional amount of Commutation and Gratuity.

Registrar

Dr. Subir Maltra

Registrar

RABINDRA BHARATI UNIVERSITY
56A, B. T. Road, Kolkata-700050

FORMAT - I to ANNEXURE - II

To
The Registrar,
_____ University

Sub: Application for Revision of Pension, Family Pension, Gratuity and Commuted Value of Pension

1	(a)	Name of the Pensioner/Family Pensioner (in Block Letters)	
	(b)	Name of deceased Employee (in case of family pension)	
	(c)	Relationship (in case of family pension)	
2	Residential Address with PIN Code (in Block Letters)		
3	Pension Payment Order (PPO) No		
4	Date of birth of the Pensioner/Family Pensioner		DD/MM/YYYY
5	Date of Option to come under Revised Pay Structure		DD/MM/YYYY
6	(a)	Date of Retirement of the Pensioner	
	(b)	Date of death of employee in case of Family Pension	
7	(a)	Band Pay Scale and Grade Pay of the post held at the time of retirement/ death	
	(b)	Last Basic Pay (Band Pay + Grade Pay) at the time of retirement/ death	
	(c)	HRMS ID (if available) of the employee	
8	(a)	Amount of Pre-revised Pension sanctioned	
	(b)	Amount of portion of pension already commuted	
	(c)	Amount of Retiring/ Death Gratuity sanctioned	
9	Designation of the post at the time of retirement		
10	(a)	Additional Commutation of Pension is required*	YES/NO
	(b)	If YES, Please mention the revised commuted amount or Percentage (maximum 40%)	
11	Mobile No. & e-mail id.		

* N.B. Such amount of Additional Commutation shall be restored after 15 years from the 1st date of the month of disbursement.

Date:

Signature of the retired employee/Family Pensioner