



**VISVA-BHARATI  
SANTINIKETAN**

**OFFICE ORDER**

गणित्र सदन / Computer Centre  
विश्वभारती / Visva-Bharati  
सारांश सं./Docket No. 255  
तिथि/Date ..... 26-11-2021

The undersigned is to convey that the Upacharya, subject to ratification by the Karma-Samiti, is pleased to permit Sri Niladri Pakrasi (ID No.1993049), Professional Assistant, Central Library to retire voluntarily from the University service **w.e.f. 08/01/2022 (AN)**.

Pension and retirement benefits in respect of Sri Pakrasi will be settled as per rules. Sri Pakrasi is requested to submit application for pensionary benefits in the prescribed proforma to the Finance Officer and to surrender Staff Identity Card and Medical Card and submit Dues Clearance Certificate before the date of voluntary retirement.

Ref. No.Estab./E-III/ANE-1037  
Date :24/11/2021

Registrar (Acting)  
Visva-Bharati

To

1. Sri Niladri Pakrasi (ID No. 1993049), - Professional Assistant, Central Library. [Enclo.: (i) Form of application for payment of Pension & Gratuity, (ii) Form of application for commutation of pension including instructions of applicant for the commutation of pension, (iii) Declaration form, (iv) Form of Nomination (Form A; 3 copies) for the payment of arrear of pension (Nomination Rule 1983) and (v) Form of Nomination for commutation of pension].

Copy forwarded for information and necessary action to:

1. University Librarian (Acting) - with a request to send a certificate that no leave application of Sri Niladri Pakrasi is pending with him.
2. Chief Medical Officer
3. Finance Officer
4. Internal Audit Officer
5. Joint Registrar (Accounts)
6. Librarian, Central Library
7. Joint Registrar (Estate.)
8. Joint Registrar (SC/ST)
9. Assistant Registrar (Meeting Section) - to be placed before the Karma-Samiti (EC) for ratification.
10. C S to Upacharya
11. PA to Registrar
12. Section Officer, RB Section
13. University Web Master - to upload in the University Website
14. File