



**ACCOUNTS OFFICE
VISVA-BHARATI
SANTINIKETAN**

NOTICE

This is for information of all concerned that MTS members who have joined the University on or after 15/09/2023 are requested to attend the meeting scheduled to be held on 13/12/2023 at Conference Room, Central Library for filling up the NPS subscriber form to enable the Accounts Office to process their subscription to National Pension System (NPS).

All MTS members (New Joining) are requested to attend the meeting positively, as per the following Schedule: MTS members posted at:-

- 1) Central Library, P.M. Hospital, Administrative Building, Computer Centre: On 13/12/2023 at 12.00 Noon to 1.30 P.M.
- 2) P.S.B., P.S.V, Guest House, All Hostel, Proctor Office, Dean Office, ICC, Indira Gandhi Centre, Bangladesh Bhavana, Granthana Vibhaga, Sanitation, Raj Bhasha Cell, Vinaya Bhavana, Watch & Ward : on 13/12/2023 at 2.30 P.M. to 4.00 P.M.
- 3) Vidya Bhavana, Bhasha Bhavana, China Bhavana, Kala Bhavana, Rabindra Bhavana, Sangit Bhavana, Patha Bhavana, Siksha Bhavana, Vinaya Bhavana & others on 13/12/2023 at 4.00 P.M. to 5.30 P.M.

The following documents are required during filling up the NPS form.

- 1) Photo Copy of Aadhar Card
- 2) Photo Copy of Voter Card
- 3) Photo Copy of PAN Card
- 4) Cancel Cheque without signature (Salary A/C SBI, Santiniketan)
- 5) Joining Circular
- 6) Colour Photo 1 Copy
- 7) Black ink Pen

The Principal's / the HOD's / the Incharge / Sections are requested to allow the MTS members to attend the meeting, as per the schedule. MTS members are also requested to attend their office after completion of the programme as per the schedule.

Ref. No. Act/ *32* /2023-2024
Dated 12/12/2023

[Signature]
Joint Registrar (Accounts)
Visva-Bharati
[Signature]
12/12/2023

Copy forwarded for information to:

1. The Registrar
2. The Finance Officer
3. All Principals/HODs/Incharge/Sections.
4. The IAO
5. The Dy. Registrar(Establishment)
6. University webmaster, Computer Centre: with a request to upload it in the University website.

Guidelines for filling the subscriber Registration Form

FORM TO BE FILLED UP IN BLACK INK

Select your category: Pl. tick 'Central Autonomous Body'. Pl. affix recent passport size photograph (colour) in the appropriate box and put signature in full in blank box below affixed photograph.

- 1) Personal details : filled- up your personal details.
- 2) Proof of identity : Any one of the documents need to be provided as indicated in the form along with the identification number.
- 3) Proof of address: filled- up your address proof.
- 4.1) Correspondence Address Details: filled- up your address.
- 4.2) Permanent Address Details: filled- up your Address.
- 5) Contact Details: filled- up your contact details.
- 6) Other details: Pl. tick Gov. sector, Income Range: 1 lac to 5 lac, Educational qualification : As applicable.
- 7) Subscriber Bank details: filled- up your Bank details (Must be salary A/C, SBI, Santiniketan).
- 8) Subscriber Nomination details: filled- up your nomination, if you want, 2 to 3 nominee pl. filled- up Annexure- S2.
- 9) NPS option details: filled- up your option details: Pl. tick 'No'.
- 10) (i) Pension fund section and investment option:
 - (4) NPS Lite: Name of pension fund: Choice your fund
OR
 - (ii) Investment option: Suggest you to tick 'Auto choice.
 - (iv) Auto choice investment option: Pl. tick LC50.
- 11) Declaration on FATCA(Foreign Account Tax Compliance Act) compliance:
Section*I
US persion* : Pl. tick 'No'
Section*II
h) Please put your signature, date, place, name.
- 12) Declaration by subscriber: put your signature, date, place.

The following documents by self attested to be attached with the application form.

- 1) Photo copy of Aadhar card
- 2) Photo copy of Voter card
- 3) Photo copy of PAN card
- 4) Cancel cheque without signature (Salary A/C SBI, Santiniketan)
- 5) Joining Circular
- 6) Colour Photo 1 copy