



**VISVA-BHARATI  
SANTINIKETAN**

**OFFICE ORDER**

The undersigned is to convey that the Upacharya, subject to ratification by the Karma-Samiti, is pleased to permit Smt. Sonali Ganguly Hazari (ID No.1999004), Assistant Lecturer, Patha-Bhavana to retire voluntarily from the University service **w.e.f. 06/09/2022 (AN)**.

Pension and retirement benefits in respect of Smt. Sonali Ganguly Hazari will be settled as per rules.

Ref. No. Estab./E-III/ACE-1035  
Date : 25/07/2022

  
Registrar (Acting)  
Visva-Bharati

To,

1. Smt. Sonali Ganguly Hazari (ID No. 1999004), - Assistant Lecturer, Patha-Bhavana. [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] : She is requested to submit application for pensionary benefits in the prescribed pro-forma to the Finance Officer and to surrender Staff Identity Card, Library Card and Medical Card and submit Dues Clearance Certificate before the date of voluntary retirement.

Copy forwarded for information and necessary action to:

1. Principal Patha-Bhavana - with a request to send a certificate that no leave application of Smt. Sonali Ganguly Hazari is pending with her.
2. In-Charge, Chief Medical Officer
3. Finance Officer
4. C S to Upacharya
5. Librarian, Central Library
6. Joint Registrar (Accounts)
7. Joint Registrar (Estate.)
8. Professor In-Charge (SC/ST)
9. Deputy Registrar (Establishment)
10. Internal Audit Officer
11. Assistant Registrar (Meeting Section) - to be placed before the Karma-Samiti (EC) for ratification.
12. PA to Registrar
13. Section Officer (RB Section/Gen/E-I, E-II, E-III/S & P/Pension Section/PF)
- ✓ 14. University Web Master - to upload in the University Website
15. File