

UNIVERSITY OF NORTH BENGAL

Office of the Finance Officer



Ref. F/Misc-1/463-07-II/ 2197/FO15

Date:-03.12.2015

C I R C U L A R

All the Pensioners and Family Pensioners of this University are requested to submit their “Life Certificate” in the prescribed format (available in the University web site www.nbu.ac.in) every year during the month of November at the Office of the Finance Officer and for this year the said period is extended up to **15.12.2015**.

This circular is issued with the concurrence of the Honorable Vice-Chancellor dated 01.12.2015.

(S.Das)
Accounts Officer

In Communication To:-

1. The Honorable Vice-Chancellor, NBU.
2. All Head of the Departments/ Branches / Centers.
3. The Registrar (Offg.) with a request to upload the revised “Life Certificate” in the University web site.
4. Guard File.

UNIVERSITY OF NORTH BENGAL

(Certificates to be submitted between 1st November to 30th November every year by each

Pensioners/Family Pensioners)

I. LIFE CERTIFICATE

Certified that I have seen the Pensioner Sri/Smt.holder of Provisional Pension Payment Order No..... and that he/she is alive on this date.

Date.

Name of Bank.....

Signature.....

Branch

Name.....

Account No.....

❖ Designation of authorized Officer/Person
with office seal.

IFSC Code

II. NON –EMPLOYMENT CERTIFICATE.

1. I declare that I have not received any remuneration for serving in any capacity in an establishment of the Central government or a State Government undertaking or from local fund during the period November, 20..... to October 20.....(for current year).
2. I declare that I have been employed/re-employed in the office ofand was in receipt of the following emoluments during the period.
3. I declare that I have accepted commercial employment after obtaining/ without obtaining sanction of the University.
4. I declare that I have / have not accepted any employment under any Govt. outside India after obtaining/ without obtaining sanction of the University.

Signature of the Pensioner/Family Pensioners

P.P.P.O.No.....

Pensioner's PAN No.....

Pensioner's Contact No.....

E-mail ID.

Date :

Place :

- Delete which is not applicable.

III.CERTIFICATE OF RE-MARRIAGE/NON-MARRIAGE

I hereby declare that I am not married/ I have not been married during the past six months.

OR

I hereby declare that I have not been re-married and I undertake to report such event promptly to the University.

Signature of the Family Pensioner

P.P.P.O.No.....

Family Pensioner's PAN No.

Family Pensioner's Contact No.

E-mail ID.

I certify to the best of my knowledge and belief that the above declaration is correct.

❖ Signature of authorized Officer/Person.....

Name

Designation with seal

Place:

Date :

- Applicable only for the recipients of family pension.

❖ Certificate may be signed by a Member of the Executive Council or Court or an Officer of NBU (except an Officer of the Finance Department) / or Any Gazetted Officer/Principal of an affiliated college of NBU/ Headmaster/Headmistress of a recognized Secondary or Higher Secondary School/ Local Postmaster/Any Registered Medical Practitioner/ Bank Manager of the concerned branch mentioned in "Life Certificate"

See Overleaf

IV. CERTIFICATE OF INCOME.

(Applicable for Unmarried Daughter only drawing family pension in terms of G.O.No. 75-Edn(U) EH/1U-26/99 dated 02.02.2009 and to be submitted every year)

This is to certify that the Annual Income from all sources in respect of Miss
.....D/oVill.
.....P.S. P.O.Dist.....
is Rs.....(Rupees) only

Date:-
Place:-

Signature
Name
Designation of authorized Officer
with office seal.

Certificate may be signed by Central Government Officer/ State Government Officer belonging to Group-A.

FOR OFFICE USE.

Entered in Audit Register Folio no..... and in the software vide P.P.P.O.No.....

D.A.

Sr.Asstt./Jr.Supdt./ Sr.Supdt.

AO/AAO/FO