

To
The Comptroller of Finance
Berhampur University
Bhanja Bihar.

Date:

Sub: Submission of Documents for payment of Pension/Death Cum Retirement Gratuity/Commutation Value.

Ref: Pension Payment order No. _____ dt. _____
Issued by Registrar, Berhampur University.

Sir,

With reference to the above cited pension payment order I submit herewith the following documents by presenting myself in person in the office of the Comptroller of Finance, Berhampur University for release of my monthly pension/family pension, Death cum retirement gratuity, Commutation value at the earliest.

1. Undertaking in prescribed proforma.
2. Non-employment certificate in prescribed proforma.
3. Nomination for payment of life time arrear of pension /family pension in prescribed proforma.
4. Non-marriage/non-remarriage certificate in prescribed proforma.
5. Permanent Account No. : _____

(Please attach Photo copy of PAN card with self attestation)

6. Name of the spouse : _____

7. Date of Birth of Spouse (Please attach Evidence duly self attested) : _____

8. Present Address with Telephone No./Mobile No.

9. Permanent Address with Telephone No./Mobile No.

Specimen Signature(Full)

Specimen Signature (initial)

Undertaking

As informed by the office I undertake to submit the life certificate/Non employment certificate/Non marriage/remarriage certificate in prescribed proforma twice every year i.e. in the month of May and November for continuity of my monthly pension/family pension.

Pensioner/Family Pensioner