

TIME BOUND

Office of the Registrar
(Service Book & Pension Section)
Aligarh Muslim University,
Aligarh

D.No. 630 /SB&PS

Dated: 07/06/2016

MOST URGENT


REMINDER – I

Subject: Information regarding retirement of University employees during the calendar year 2017.

Kindly refer to this office circular D.No.279/SB&PS dated 29.04.2016 requesting you to furnish information in respect of those employees of your Department / Office, who will retire during the calendar year 2017 latest by **20.05.2016**.

The considerable time has elapsed but the required information from your Department / Office is still awaited. Kindly look into the matter personally and have the above information sent to this office by **20.06.2016** positively so as to enable this office to prepare and notify a consolidated list of the employees to be retired during the calendar year 2017.

A **NIL** report may also be sent in case no employee is due to retire in your department / office. In case no information is received on stipulated time limit, it will be presumed that no employee has to retire from your Department / Office during the calendar year 2017.


(S.M. Suroor Athar)
Joint Registrar
(SB&PS)

Farhan

PROFORMA

Name of the Department/Office _____

S. No.	Name of the employee(s) retiring during the calendar year 2017	Designation	I.D.No.	Leave Account No.	Date of birth (Supported with documents duly attested)	Date of Superannuation	Date of Retirement	Remarks
1.								
2.								
3.								
4.								
5.								

Date: _____

Signature of the Chairman / Head of the Deptt. / Office

SEAL