

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

D.No. 100 / SB&PS

Dated: 10.04.2017

All Deans of Faculties/DSW
All Chairmen of the Department of Studies
All Principal of Colleges/Schools
All Head of Institutions/Offices
All President/Secretary of Unions/Associations

Subject: Information regarding retirement of University employees during the calendar year, 2018


A consolidated list of the University employees retiring from the University service, during the calendar year 2018 is to be prepared and circulated in the university well in time for early finalization of pension of the retirees.

I am, therefore, directed to request you kindly to let this office have the particulars of the employees (Teaching and Non-Teaching) retiring during the **calendar year 2018** in your Department / Office on the proforma printed overleaf, latest by **10.05.2017 positively**. In case none of the employee is retiring in your Department/Office during the calendar year 2018, a **NIL report** may also kindly be sent to this Office.

It may also kindly be kept in view that the University employees whose date of birth falls on the first day of the month, will retire from the University service in the afternoon of the last day of the preceding month.

All head of the departments / offices may carefully note that in case if any employee is detected at a later stage for concealing his name to be sent for inclusion in the list of retirees for the calendar year 2018 by this office, he / she will be liable for disciplinary action to be taken against him / her for concealment of fact.

This may be brought to the notice of all employees of his department / office (Teaching / Non-Teaching).


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

Copy to:

1. Assistant Registrar.(V.C.'s Secretariat)
2. P.S. to PVC / Registrar / Finance Officer / Controller, AMU

BKhan
10-4-17

P.T.O.

PROFORMA

Name of the Department/Office _____

S. No.	Name of the employee(s) retiring during the calendar year 2018	Designation	I.D. No.	Leave Account No.	Date of birth (Supported with documents duly self attested)	Date of Superannuation	Date of Retirement	Remarks
1.								
2.								
3.								
4.								
5.								

Date: _____

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

SEAL