

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

D.No. 279 /SB&PS

Dated: 29-4-16

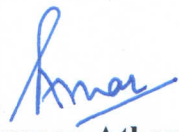

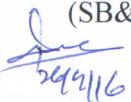

All Deans of Faculties/DSW
All Chairmen of the Department of Studies
All Principal of Colleges/Schools
All Head of Institutions/Offices
All President/Secretary of Unions/Associations

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

A consolidated list of the University employees retiring from the University service, during the calendar year 2017 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 2017** in your Department / Office on the proforma printed overleaf, latest by **20.05.2016 positively**. In case none of the employee is retiring in your Department/Office during the calendar year 2017, a **NIL report** may 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.


(S.M. Suroor Athar)
Joint Registrar
(SB&PS) 
 24/4/16  24/4/16

Copy to:

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

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