



SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

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Estb.-III/Pension/

The Principals/Directors/Co-ordinators/
Head of the Department/ Institutions
Constituent Colleges,
Churchgate/ Juhu and Pune Campus.

Sir/Madam,

This is regarding the documents that have to be kept ready to enable an employee, who is retiring to avail of post retirement benefit. Please note that the under noted documents have to be kept ready. The departments are hereby required to keep the said documents ready 10 months prior to the date of retirement of an employee and display this circular in their respective Departments to enable the concerned employee to follow up and ensure that his/her papers are ready well in time, so that a retiring employee is able to get his/her post retirement benefit as soon as he/she retires. This is one of the steps being taken by the University Administration to streamline the process and to the retiring employees to get their pension in time. The checklists of the documents are as follows:

CHECKLIST :

1. Pension forms, Form No. 1, 3,4,5,6, 7 & Form -B - Part I, II & III, and for family pension Form no.17, 16, 12, 10.
2. Option Form duly countersigned by A.O. Higher Education, Mumbai.
3. Service Verification certificate.
4. Certificate regarding No Dues, No Demand and Department Enquiry.
5. No Event Certificate.
6. Fully recognized & Aided Certificate.
7. No break in service period/certificate.
8. Consent.
9. Pay Fixation form duly signed by A.O. with Senior Auditor's Signature for Senior Scale / Selection Grade, Pay Scale in case of teaching Staff.
10. Placement Form duly signed by A.O. with Senior Auditor's signature.
11. Service book with update entries and last page of service verification.
12. Last Pay Certificate.
13. Last Day attendance certificate for Voluntary retirement.
14. Original application in case of Voluntary retirement.
15. Acceptance letter from the Management for Voluntary retirement / superannuation.
16. A copy of the 25 columns statement of provident fund.
17. Certificate for transfer of provident fund amount to Government Treasury.
18. Name of the Bank, Address of Branch and Account number of the employee.
19. Seven copies of passport size - Joint photograph of husband and wife or Vice Versa.
20. Attested leaving certificate or Birth certificate.

Your co-operation in the matter is expected.

Thanking you and with best wishes.

Yours faithfully,

(
Registrar
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