

UNIVERSITY OF CALCUTTA



AUDIT AND ACCOUNTS DEPARTMENT

No. A/S/ 469 /SAL/GSLI

Date: 23/07/2024

MEMORANDUM

This is to circulate among the employees who are the members of C.U. G.S.L.I. scheme have been promoted to **i) L.S.S. to Assistant ii) Senior Assistant to Junior Superintendent iii) Senior Superintendent to Officer on or after 28/12/2022** to contact the salary section, Audit & Accounts Department, within 30th day of October 2024, for submission of Proforma "B" of G.S.L.I. to enable us to make the required changes in G.S.L.I. contribution rates, if any, due to that promotion accompanied with a photocopy of that promotional order. Employees who are the members of this scheme promoted to the next higher grade after 28/12/2022 but failed to submit the option from in the due time may also submit it, within **30/10/2024**.

AS
3/9/2024.

Accounts Officer
University of Calcutta.

FORM-B

[TO BE FILLED IN BY ALL EMPLOYEES WHO HAVE BEEN PROMOTED OR UPGRADED TO THE POSTS BELONGING TO UPPER CATEGORIES ON OR AFTER 28.12.2022{ i) L.S.S. to Assistant ii) Senior Assistant to Junior Superintendent iii) Senior Superintendent to Officer}]

1. Name of the Employee :
(In block Letter)
2. N.S. No. :
3. Designation on the date of entry (i.e. 28.12.2022) :
4. Pay Level with Row (Previous) :
5. Department (Previous) :
6. Date of Promotion :
(Enclose Photocopy of the Promotional order)
7. Present Designation :
8. Present Pay Level :
9. Department to which attached after promotion :

Signature of the Employee

Date :

Forwarded by:

(Please do not submit this form if you are previously submitted)