

UNIVERSITY OF CALCUTTA



AUDIT AND ACCOUNTS DEPARTMENT

No. A/S/402/SAL/GSLI

Date: 14/10/2020

MEMORANDUM

This is to circulate among the employees who are the members of C.U. G.S.L.I. scheme have been promoted to the next higher grade on or after 28/12/2019 to contact the salary section, Audit & Accounts Department, within 06th November 2020, 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 28/12/2018 but failed to submit the option from in the due time may also submit it, within **06/11/2020**.

Due to the prevailing pandemic situation this is to be sent in the Email of cu.gsli2015@gmail.com.

A/S
14/10/20

Accounts Officer
University of Calcutta.

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 AFTER
28.12.2019)**

1. Name of the Employee :
(In block Letter)

2. N.S. No. :

3. Designation on the date of
entry (i.e. 28.12.2019) :

4. Pay Band with Grade Pay :

5. Department :

6. Date of Promotion :

(Enclose Photocopy of the
Promotional order)

7. Present Designation :

8. Present Pay Band :

9. Department to which
attached after promotion :

Date :

Signature of the Employee