

UNIVERSITY OF CALCUTTA



AUDIT AND ACCOUNTS DEPARTMENT

No. A/S/ 376 /GSLI

Dated: 29.07.2019

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/ 2018 , to contact the salary section , Audit & Accounts department , within 30 th August 2019, for submission of proforma "B" of G.S.L.I.(to be filled in triplicate,in original) 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 28.12.2017 but failed to submit the option from in the due time may also submit it , **within 30/08/2019** .

AB

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 28.12.2018)

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

2. N.S. No. :

3. Designation on the date of entry (i.e. 28.12.2018) :

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 :

Signature of the Employee

Date :

Forwarded :

Head of the Department :