



CIRCULAR

This is for information of all concerned that the Vice-Chancellor has been pleased to approve the following procedures for uniform and swift disbursement of Pension/Family Pension/other retirement benefits to all the eligible employees (both teaching and non-teaching) of the University.

1. The Pensioner is required to mention the Aadhaar number of self along with Aadhaar number of all the family members in Form No-5, and also submit the photocopies of the same duly attested by the pensioner and the family members respectively.
2. The pension order shall henceforth contain the printed joint photograph of the pensioner and his/her spouse or eligible family pensioner along with their Aadhaar details on the front page of the pension sanction order. The joint account number in SBI also needs to be mentioned therein, besides the joint photograph.
3. The Final pension order and the Gratuity will be sanctioned within one month from the date of retirement or superannuation, where the employee has submitted the "No Dues Certificate" (NDC) along with the requisite pension papers, 15 days before the date of retirement or superannuation.
4. Whereas, the Provisional pension shall be sanctioned in favour of the retired employee within 20 working days from the date of retirement or superannuation if the pensioner does not submit NDC along with the pension papers before retirement or superannuation. The Final pension order including Gratuity will be sanctioned after three months from the date from which the pensioner submits the requisite documents along with the NDC.
5. The pensioner while submitting the pension papers has to sign the papers along with his/her spouse in front of the Registrar/CoF/Deputy Registrar/Asst. Registrar and the specimen signature of the spouse along with the Aadhar card copy of him/her should also be attested by the concerned official.
6. In case of death of a pensioner, the spouse/eligible family pensioner has to apply in the prescribed format (available in the University website) along with the Death Certificate of the Pensioner for grant of Family Pension. The Family Pensioner in above case has to present himself/herself personally before the Registrar/COF/Deputy Registrar/Assistant Registrar for physical verification before disbursement of the family pension.

(Contd..)

A handwritten signature in black ink, appearing to be 'Ranab'.



Sambalpur University

Jyoti Vihar, Burla, Sambalpur, Odisha - 768019

7. In case, the family pensioner is unable to come for the physical verification,
 - (i) A University official may be deputed for verification and obtaining necessary signatures, where the family pensioner is residing in Odisha, and
 - (ii) The verification will be made through video conferencing / video call where the family pensioner is residing outside Odisha.
8. In case of death of both the pensioner and the family pensioner, the family pension may be granted to other eligible family member as per rules, on submission of the legal heir certificate & other requisite documents.
9. The encashment of Un-utilised Earned Leave will be sanctioned within 15 days after the sanction of the Final Pension.
10. The Un-utilised Earned Leave and the Retirement Gratuity of employees under NPS will be sanctioned within 15 days after submission of NDC or retirement/superannuation whichever is later.

By order of the Vice-Chancellor

Registrar 13/10/22

Memo. No. 6312 /Estt.III

Dt. 13.10.2022

Copy forwarded for information and necessary action to:

1. Chairman, P.G. Council, Sambalpur University.
2. Warden, P.G. Hostels/All HoDs & Coordinators (Regular/Self Financing) of the P.G. Depts., S.U. / Director, CDOE/ SUIIT / HRDC / SRIC / Students' Welfare / IQAC / CDC / Coordinator, NAAC / Dy. Director, e-Gov. Nodal Centre, S.U. / Convenor, USIC / Librarian, Prof. B. Behera Central Library / Programme Coordinator, NSS / Medical Officer, University Health Centre / Principal, L.R. Law College, Sambalpur.
3. All Officers/Section Officers/P.S. to V.C. /P.A. to Registrar, S.U.

Registrar 13/10/22