

To
The Registrar
Bengal Engineering and Science University, Shibpur
Howrah – 711103

Sir,

I am due to retire / have retired / have proceeded on Leave Preparatory to Retirement and _____ months / have been discharged / dismissed / have resigned finally from BESUS service and my resignation has been accepted with effect from _____ forenoon / afternoon.

My Provident Fund Account No. is _____ . I desire to receive payment through my Office / through the _____ Bank.

I have exercised / not exercised option for stoppage of subscription to my Provident Fund Account six months prior to the date of retirement on superannuation in terms of Government of West Bengal Finance Department.

Yours faithfully,

(Signature of Employee)

Name : _____

Designation : _____

Address : _____

I am to furnish herewith all the details of temporary advances during the last 12 months preceding date of retirement or quitting service and non-refundable withdrawal during the last 36 months preceding the date of my retirement (Date _____) or quitting service.

Refundable Advances :

| Sanctioning Order No. & Date | Amount Sanctioned | Bill No. | <u>Date</u> | Token No. & Date | Date Encashment |
|------------------------------------|----------------------|-------------|-------------|---------------------|--------------------|
| (1) | (2) | (3) | (4) | (5) | (6) |

Non-Refundable Withdrawal

| (1) | (2) | (3) | (4) | (5) | (6) |
|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|
