



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(Central University, Govt. of India)

Ref. No. IMU/HQ/ADMN/Deemed Deputationist/2017

28.04.2017

CIRCULAR

Sub: Format for Deemed Deputationists for processing Pension proposals – Reg.

A format has been developed for processing the Pension proposals of Deemed Deputationists and the same is enclosed here with. As and when a Deemed Deputationists is about to retire, the format should be duly filled in by the Campus and should be sent along with the copies of the certificates/papers as per the checklist and pension proposal papers of the individual. The pension proposal papers without the checklist and the enclosures will not be processed. This is for strict compliance.

This issues with the approval of the Vice Chancellor.

[Handwritten Signature]
REGISTRAR

Encl: A/a

Format for Deemed Deputationists for processing Pension proposals

1. Name & present designation of the Deemed Deputationist :
2. Date of birth :
3. Name of the erstwhile Institute to which first appointed, date of first appointment, and designation at the time of first appointment :
4. Did he get any Promotions : Yes / No.
5. If 'Yes', please furnish the details of all the Promotions :

Date of Promotion	Post to which promoted	Order No. and Date

6. Please furnish the details of all the financial upgradations under ACP / MACP received by him:

Date of grant of ACP / MACP	Scale of Pay/Grade Pay		Order No. and Date
	Before	After	

7. Pay fixed as per 7th CPC :

8. Details of punishments imposed and
Disciplinary cases pending if any :

9. Was Vigilance clearance obtained :

10. Date of Retirement on superannuation:

Certified that above particulars are correct.

Dy. Registrar

Campus Director

Checklist for Enclosures (which must necessarily accompany pension proposals):

1. Proof of date of birth
2. Proof of initial appointment
3. Proofs of Promotions received
4. Proofs of ACP / MACP received
5. Pay fixation statement as per 7th CPC
6. Vigilance clearance certificate
7. No Dues certificate
8. No Disciplinary cases certificate

