



**ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY
BHUBANESWAR**

No.Pen-I-67/21- 13458 /UAT Dt. 18.08.21

CIRCULAR

It is observed that the pension papers of OUAT employees received from the Head of Office of different offices of this University for sanction of Provisional Pension/ Final Pension/ Commutation of Pension/ Family Pension are not properly filed with all necessary details which lead to inconvenience and slow disbursement of files.

It is requested to all the Department of Heads to take steps to verify the necessary details with check lists mentioned below before sending the pension papers to subsequent establishment.

Check list for Provisional Pension

1. Photo copy of service book (Vol-I) page No-03 & 04 showing the date of birth and date of joining of the employee in the entry service under this university with attestation by the Head of Office with seal.
2. Photo copy of front page of SBI Pass Book showing A/c No with attestation by the Head of Office with seal.
3. Four joint passport size photographs (with spouse) with attestation by the Head of Office with seal stating on the photographs that "The joint photographs of and..... is attested.
4. Photocopy of Adhaar Card/ PAN Card/ Voter I.D/Educational Certificate showing the date of birth of spouse with attestation by the Head of Office.
5. Mobile Number of the employee (Mandatory)
6. Other documents like NDC/ Self declaration etc. enclosed with the pension papers should be attested by the Head of Office with seal.

Check list for Family Pension

1. Photo copy of service book (Vol-I) page No-03 & 04 showing the date of birth and date of joining of the deceased employee in the entry service under this university with attestation by the Head of Office with seal (for new family pensioner only)
2. Photo copy of front page of SBI Pass Book of family pensioner showing A/c No with attestation by the Head of Office with seal.
3. Four single recent passport size photographs of family pensioner with attestation by the Head of Office with seal stating on the photographs that "The photographs of is attested".
4. Photocopy of Death Certificate with attestation by the Head of Office with seal (02 copies).
5. Photocopy of Legal Heir Certificate with attestation by the Head of Office with seal (02 copies).
6. Photocopy of no objection affidavit by rest of the family members except widow/widower with attestation by the Head of Office with seal.
7. Photocopy of Adhaar Card/ Voter ID/PAN Card/ Educational Certificate showing the date of birth of family pensioner with attestation by the Head of Office with seal.
8. Mobile Number of family pensioner (Mandatory)
9. Other documents like NDC/ Self declaration etc. enclosed with the pension papers should be attested by the Head of Office with seal.

BY ORDER OF THE COMPTROLLER

ACCOUNTS OFFICER 2021
[Signature]



Memo No. 13459/UAT dt. 18-08-21

Copy forwarded to all Deans/ Directors/ Associate Deans/ Head of Departments/ Associate Director of Research of RRTTS/ Controller of Examination, OUAT/ Chief Librarian, Central Library/ Medical Officer, OUAT Health Centre for kind information and necessary action.

Memo No. 13460/UAT dt. 18-08-21

Copy forwarded to the Registrar, OUAT, Bhubaneswar for kind information and necessary action.

ACCOUNTS OFFICER
[Signature]
18/08/2021

Memo No. 13461/UAT dt. 18-08-21

Copy forwarded to the Asst. Registrars/ Accounts Officers/ Audit-cum-Inspection Officer, OUAT for kind information and necessary action.

ACCOUNTS OFFICER
[Signature]
18/08/2021

Memo No. 13462/UAT dt. 18-08-21

Copy forwarded to the Secretary to Vice-Chancellor, OUAT for kind information of the Hon'ble Vice-Chancellor.

ACCOUNTS OFFICER
[Signature]
18/08/2021

Memo No. 13463/UAT dt. 18-08-21

Copy forwarded to the Director, PME, OUAT, Bhubaneswar for kind information and necessary action. He is requested to take steps to upload the same in OUAT website for wide circulation.

ACCOUNTS OFFICER
[Signature]
18/08/2021

ACCOUNTS OFFICER
[Signature]
18/08/2021