



**Central University of Tibetan Studies
Sarnath, Varanasi**

CUTS/VC/NOTIFICATION/2014-

1st February 2014

NOTIFICATION

A thorough review was undertaken with respect to the required documents to be submitted by the retiring staff of the University to enable the concerned Administrative and Accounts sections to process the documents on time for timely release of retiring benefits to all the retiring staff of the University i.e. Teaching, Research and Non-teaching Staff.

Accordingly, following guidelines are being notified for immediate implementation i.e. w.e.f. 1st February 2014 which will be applicable to all the category of staff i.e. Teaching, Research and Non-teaching staff.

- 1 The format of documents attached herewith should be submitted by the retiring staff. This shall be applicable henceforth to all the Teaching, Research and Non-teaching staff of the University.
- 2 The concerned Department/Unit/Section is hereby directed to issue No Dues Certificate to the concerned retiring staff within one week of receipt of the application unless and until there is a genuine justification for further delay. The concerned Sections are further directed to issue Pension Book with required PPO entries and Account Section is also directed to make required entries in the Pension Book as and when Pensioners submits the Pension Book for updating the payment entries.
- 3 Apart from timely release of Pension, Commutation of Pension, GPF/CPF, Encashment of Leave and Group Insurance, as admissible under the GOI/CUTS Rules, Traveling allowance to retiring staff and his/her family from the station of his/her duty to home town or to the place where he/she and his/her family is to settle down permanently, Composite Transfer Grant, Transportation of personal effects and actual cost of transporting a motor car or other conveyance maintained by the staff before his/her retirement shall also be payable to all the retiring staff of the University.
- 4 As notified earlier vide CUT's Notice No. CUTS/REG/CIR/512/2013 dated 9th May 2013, the University will Issue Pensioner's ID, as per instruction given by the GOI Office Memo No.41/21/2000-P&PW (D) dated 30.04.2013.
- 5 It is also notified that Finance Committee in its 44th meeting held on 4th October 2013 vide Agenda Item 44.1 recommended extending CS (MA) Rule 1944 for medical facilities to the employees of the University including pensioners and to include names of the local private hospitals with rates as applicable under CGHS norms, which was duly approved by the BOG under Item No.50.14.3 held on 5th October 2013 to meet the need of retired staff.
- 6 It is further notified that taking into cognisance of the long service rendered by the retiring staff of the University, the concerned Administrative and Account Sections are hereby directed to process the case of the retiring staff in good spirit and respect devoid of any prejudice to enable timely release of retirement benefits on the last day of the superannuation of the staff.

They should be given deserved treatment from the administration completing all the procedures well in time. They officially retire but sentimentally they are deeply associated with the University after their retirement and remain as a member of the family.

All may please note it carefully.

Prof. Geshe N. Samten
Vice Chancellor

Copy forwarded for information and necessary action to:

1. Registrar
2. To all the Teaching, Research and Non-teaching staff
3. Deputy Registrar, Admin-I and Assistant Registrar, Admin- II
4. In-charge, Library with remark to upload the Notification along with the formats in the University Website so that retiree staff could download the requisite forms
5. Section Officers, Admin-I & II
6. Account Section
7. Estate Officer
8. Notice Boards

Prof. Geshe N. Samten
Vice Chancellor



CENTRAL UNIVERSITY OF TIBETAN STUDIES
SARNATH, VARANASI

FORM-5

[See Rule 59(1)(c) & 61(1)]

Particulars to be obtained from the retiring CUTS staff two months before the date of his/her retirement

1.	Name	
2.	(a) Date of birth	
	(b) Date of retirement	
3.	Single or joint (with spouse) passport size photograph, in triplicate, duly attested by Dean/Head of the Department/Unit/Section. (to be furnished in an separate sheet)	
4.	Two specimen signatures or left hand (in case of females)/right hand (for males) and thumb impression mark in duplicate, duly attested by Dean/Head of the Department/Unit/Section. (to be furnished in an separate sheet)	
5.	Two slips showing the particulars of height and personal identification marks (not less than two), duly attested by Dean/Head of the Department/Unit/Section. (to be furnished in an separate sheet)	
6.	Present address	
7.	Address after retirement	
9.	Details of the family in Form 3. (to be furnished in an separate sheet as per specimen proforma attached)	
Signature of the Retiring staff:		
Designation :		
Faculty/Department/Unit/Section		

[Handwritten signature]
21/2/14

Place :	
Date :	
Footnote:	
1.	Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such a staff on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a staff has lost both the hands, he may give his toe impressions. Impressions should be duly attested by Dean/Head of the Department/Unit/Section.
2.	Two copies of passport size photograph of self only need be furnished if the staff is governed by Rule 54 of the Central Civil Services (Pension) Rules, 1972 and is unmarried or a widower or widow.
3.	Where it is not possible for a staff to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by Dean/Head of the Department/Unit/Section..
4.	Specify a few conspicuous marks, not less than two, if possible.
5.	Any subsequent change of address should be notified to the Registrar, CUTS.
6.	Applicable only where Rule 54 of the Central Civil Services (Pension) Rules, 1972, applies to the staff.

DL
21/2/14



CENTRAL UNIVERSITY OF TIBETAN STUDIES
SARNATH, VARANASI
FORM 1-A: OPTIONAL

**FORM FOR COMMUTATION OF A FRACTION OF PENSION
NOT EXCEEDING 40% OF MONTHLY PENSION**

To

The Registrar
Central University of Tibetan Studies,
Sarnath, Varanasi.

Subject: - **Commutation of pension without medical examination.**

Sir,

I desire to commute a fraction of my pension as indicated below in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981, GOI. The necessary particulars are furnished below -

1.	Name (in Block Letters)	
2.	Father's name (also husband's name in the case of a female Government servant)	
3.	Designation at the time of retirement	
4.	Name of the Department/Unit/Section in which employed	
5.	Date of birth (by Christian era)	
6.	Date of retirement on Superannuation or VRS	
7.	Fraction of pension proposed to be commuted.	
8.	Present Postal Address	
9.	Postal Address after retirement	

[Handwritten Signature]
21/2/14

Signature of the Retiring staff.
Place :
Date :



CENTRAL UNIVERSITY OF TIBETAN STUDIES
SARNATH, VARANASI

FORM 3

[See Rule 54 (12)]

Details of Family

Name of the Staff :

Designation :

Date of birth :

Date of appointment :

Details of the members of my family* as on:

S.No.	Name of family* members	Date of Birth	Relationship with the retiree officer	Remarks
1.				
2.				
3.				
4.				
5.				
6.				

I hereby undertake to keep the above particulars up-to-date by notifying to the Registrar any addition or alternation.

Signature of the Retiring staff:
Place :
Date :

Forwarded by the concerned Head of the Department/Unit/Section

Signature of the Registrar
Seal

*Family for this purpose means family as defined in Clause (b) of sub-rule (14) of Rule 54 of the CCS (Pension) Rules, 1972 amended from time to time.

NOTE: Wife and husband shall include respectively judicially separated wife and husband.

2/14
09/07/14



CENTRAL UNIVERSITY OF TIBETAN STUDIES
SARNATH, VARANASI

Appendix - A

PHOTOGRAPH OF THE RETIRING STAFF

*Single (who has no family) or joint (who has family) {with spouse} passport size photograph, in triplicate, duly attested by concerned Dean/Head of the Department/Unit/Section.

1.

2.

3.

Signature of the Retiring staff:

Name :

Designation:

Date :

Signature of the Registrar

Seal

[Handwritten signature]
01/07/14



CENTRAL UNIVERSITY OF TIBETAN STUDIES
SARNATH, VARANASI

Appendix-B-I

SPECIMEN SIGNATURES OF THE RETIRING STAFF

Specimen signatures in duplicate, duly attested by Dean/Head of the Department/Unit/Section.

1. _____

2. _____

Signature of the Retiring staff:

Name :

Designation:

Date :

Signature of the Registrar

Seal



CENTRAL UNIVERSITY OF TIBETAN STUDIES
SARNATH, VARANASI

Appendix-B-II

THUMB & FINGERS IMPRESSIONS OF RETIRING STAFF

Specimen of left hand (in case of females)/right hand (for males) thumb and finger impressions mark in duplicate, duly attested by Dean/Head of the Department/Unit/Section.

Signature of the Retiring staff:

Name :

Designation:

Date :

Signature of the Registrar

Seal





CENTRAL UNIVERSITY OF TIBETAN STUDIES
SARNATH, VARANASI

Appendix - C

HEIGHT & PERSONAL IDENTIFICATION MARKS OF RETIRING STAFF

Particulars of height and personal identification marks (not less than two), duly attested by Dean/Head of the Department/Unit/Section.

1. Height : _____

2. Identification Marks : (i) _____

(ii) _____

Signature of the Retiring staff:

Name :

Designation:

Date :

Signature of the Registrar

Seal

[Handwritten signature]
21/2/14



CENTRAL UNIVERSITY OF TIBETAN STUDIES
SARNATH, VARANASI

Appendix - D

NO DUES CERTIFICATE

It is certified that there is nothing outstanding against _____
Designation _____ Department _____ who is being
relieved from his/her duties due to technical resignation/deputation leave/retirement/VRS/death as per
office order No. _____ dated _____.

From:-

1. Shantirakshita Library

2. Estate Office

3. Account Section

4. HoD/Unit/Section

REGISTRAR

Seal

VICE CHANCELLOR

Seal

Note: The concerned Department/Unit/Section is required to issue the No Dues Certificate within one week of receipt of the application from the Retiring Official.

[Handwritten signature]
21/2/14



CENTRAL UNIVERSITY OF TIBETAN STUDIES
SARNATH, VARANASI

FORM OF NOMINATION

Appendix-E

[[See Rule 5 (3)]]

GPF/CPF Account No.

I,, hereby nominate the person(s) mentioned below who is/are member(s) of my family as defined in Rule 2 of the General Provident Fund (Central Services) Rules, 1960 to receive the amount that may stand to my credit in the retirement benefit fund i.e. Pension, Commutation of Pension, GPF/CPF, Encashment of Leave, Group Insurance, arrears etc. in the event of my death before that amount has become payable or having become payable has not been paid, as indicated below.

Name and full address of the nominee(s)	Relationship with the employee	Age	Share payable to each nominee	Contingencies on the happening of which nomination will become invalid	Name, Address and relationship of the persons(s) if any to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber	If the nominee is not a member of the family as provided in Rule 2, indicate the reasons.
1	2	3	4	5	6	7

Dated this.....Day of 20..... This nomination supersedes the nomination made by me earlier which stand cancelled.

Signature of the Employee

Name in Block letters

Designation

Two witness to signature

Name and Address

Signature

1.

2.

Space for use by the Office of the Registrar:

Nomination by Shri/Smt/Kumari Designation

Date of receipt of nomination in the Office: Signature of receiving Official.....

Signature of the Registrar & Seal



CENTRAL UNIVERSITY OF TIBETAN STUDIES
SARNATH, VARANASI

Appendix-F

LIFE CERTIFICATE

(to be submitted by Pensioner once a year in the month of November)

Certified that I have seen the pensioner Shri/Smt./Ms.

S/o/D/o Holder of Pension Payment Order No.

and that he/she is alive on this date whose signature is attested below.

Signature of the Certifying Officer

Name:

Designation of the Certifying Officer

Place:

Date:

Signature of the Registrar

Seal

[Handwritten Signature]
01/27/14