

5 September, 2024

Circular

Sub: Timely submission of "No Dues" at the time of superannuation – processing of retirement files – reg.

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It has been ascertained that some of the superannuating faculty / staff are not submitting the "No Dues" in time which is effecting delay in receiving the personal files from the o/o the Registrar as late as last week of retiring month of concerned employee, to the F&A.

The F&A is finding it very difficult to process the same, obtain approval of the VC, prepare the order and handover the same to the retiring faculty / staff on the last day of the month.

In order to avoid unwanted delays and ensure smooth flow of work / events, all the University fraternity is requested to note the following points:

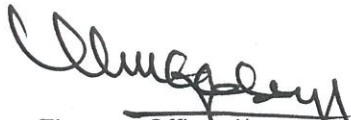
- All the retiring faculty / staff should ensure that they obtain "No Dues" from all the Sections of UoH latest by **10th of the retiring month** and have them submitted in the o/o the Registrar (E-I / E-II, as the case may be) on the same day without fail.
- The o/o the Registrar (E-I/E-II) shall forward the personal files of the retiring faculty / staff (along with the "No Dues") to F&A latest by **11th of the retiring month**.
- The F&A shall process the same and obtain approval of the Vice-Chancellor by **25th of the same month** and handover the office order on the last working day of the month (at the time of felicitation).

For information and compliance of all.

To

All the Academic / Administrative / Other Units (thru' GApps)
- For circulation among faculty / staff

Copy to: a) OSD to VC / PS to Registrar
b) AR-E-II / SO-E-I
c) Both JRs of F&A
d) AR / SO, Pension Unit


Finance Officer i/c
04/9/24 5/9/24