

UNIVERSITY OF CALCUTTA



AUDIT AND ACCOUNTS DEPARTMENT

No. A/S/~~488~~/SAL/GSLI

Date: 29/08/2022

MEMORANDUM

This is to circulate among the employees who are the members of C.U. G.S.L.I. scheme have been promoted to i) L.S.S. to Assistant ii) Senior Assistant to Junior Superintendent iii) Senior Superintendent to Officer on or after 28/12/2020 to contact the salary section, Audit & Accounts Department, within 21th day of October 2022, for submission of Proforma "B" of G.S.L.I. to enable us to make the required changes in G.S.L.I. contribution rates, if any, due to that promotion accompanied with a photocopy of that promotional order. Employees who are the members of this scheme promoted to the next higher grade after 28/12/2020 but failed to submit the option form in the due time may also submit it, within **21/10/2022**.

A3

Accounts Officer
University of Calcutta

Handwritten signature and date: 29/08/2022

FORM-B

(TO BE FILLED IN BY ALL EMPLOYEES WHO HAVE BEEN PROMOTED OR UPGRADED TO THE POSTS BELONGING TO UPPER CATEGORIES AFTER 28.12.2020)

1. Name of the Employee :
(In block Letter)

2. N.S. No. :

3. Designation on the date of entry (i.e. 28.12.2020) :

4. Pay Level with Row (Previous) :

5. Department (Previous) :

6. Date of Promotion :
(Enclose Photocopy of the Promotional order)

7. Present Designation :

8. Present Pay Level :

9. Department to which attached after promotion :

Date :

Signature of the Employee

Forwarded by: