UNIVERSITY OF CALCUTTA



AUDIT AND ACCOUNTS DEPARTMENT

No. A/S/ 469 /SAL/GSLI

Date: 22/11/2023

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 28/12/2021 to contact the salary section, Audit & Accounts Department, within 08th day of December 2023, 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 28/12/2021 but failed to submit the option from in the due time may also submit it, within 08/12/2023.

Accounts Officer
University of Calcutta.

FORM-B

[TO BE FILLED IN BY ALL EMPLOYEES WHO HAVE BEEN PROMOTED OR UPGRADED TO THE POSTS BELONGING TO UPPER CATEGORIES ON OR AFTER 28.12.2021{ i) L.S.S. to Assistant ii) Senior Assistant to Junior Superintendent iii) Senior Superintendent to Officer}]

 Name of the Employee (In block Letter) 	:	
2. N.S. No.	:	
3. Designation on the date of entry (i.e. 28.12.2021)	:	
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: