

# UNIVERSITY OF CALCUTTA



## AUDIT AND ACCOUNTS DEPARTMENT

No. A/S/ 377 /GSLI

Dated: 29.07.2019

### MEMORANDUM

This is for wide circulation among the members of C.U. G.S.L.I. scheme that changes their names/surname if any as spelt in the Service Book due to marriage or any other reasons is to be communicated to the Salary Section (G.S.L.I.) , Audit & Accounts Department immediately for making necessary alteration in the G.S.L.I. records.

*AS*  
**Accounts Officer**  
University of Calcutta

Declaration of change of Name/Surname for G.S.L.I. section

**1. Name**

**A) Name as per Present spelling**

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**B) Name as spelt earlier**

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**C) Name in the service Book**

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**2. Reason of such change**

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**3. Document of such change**

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**4. Date of change: .....**

**5. NS/TS No. ....**

**6. Designation .....**

**7. Department .....**

**8. Date of appointment in C.U. ....**

Signature of the H.O.D.

With date

Signature of the Member

with date