



Babasaheb Bhimrao Ambedkar Bihar University Muzaffarpur (Bihar)-842001

{Website:-www.brabu.net}

{Phone+Fax No.:- 0621-2243071}

{E-mail:- registrar.brabu@gov.in}

NOTICE

Check list and Time Line for processing of Pension Documents for employees of B. R. A. Bihar University, Muzaffarpur for inviting suggestions to formulate procedure for timely processing of Pension documents of future retirees.

The university in its endeavor to release retiral benefits on due date and PPO on the date of retirement is contemplating to streamline the processing of pension documents of the retirees of the University.

A proposed checklist and time line for processing of Pension documents is hereby placed on the website inviting suggestions and modification to further streamline the process before promulgating the procedure to ensure smooth transition to golden years as Pensioners.

Arj
28/03
Registrar

Enclosures:- 02 Pages



Babasaheb Bhimrao Ambedkar Bihar University Muzaffarpur (Bihar)-842001

{Website:-www.brabu.net}

{Phone+Fax No.:- 0621-2243071}

{E-mail:- registrar.brabu@gov.in}

CHECK LIST and Time Line for Processing of Pension Documents for employees of B.R.A. Bihar University, Muzaffarpur.

Sl.No.	Subject	Timeline for Action	Remarks
1.	Annual notice of Retirement of Teaching and non teaching staff	31 December each year.	Issued by Deputy Registrar (DR)
2.	Issue of Retirement letter (Office-Order)	01 year in advance from the date of retirement	Issued by Deputy Registrar (DR)
3.	Office order for un-utilized Earned leave.	09 months in advance.	Retiree/DR
4.	Appointment letter/Joining letter confirmation letter. Teacher Absorption letter.	03 months prior to retirement	Issued by Deputy Registrar (DR)
5.	Provisional No dues Certificate	06 months Prior to retirement from all concerned.	All concerned Section Principal/HOD, Executive Engineer, Central Library.
6.	Pension Book T.B.S. Booklet	03 months prior to retirement	Duly filled with attested joint photographs/specimen signature Bank A/C with S.B.I. with IFSC code nomination of legal Heir, Duly attested by competent authority. Along with forwarding letter from Principal/H.O.D./Competent Authorities.
7.	Pay Fixation Slip	03 months prior to retirement.	Issued by Pay Verification Cell of the State Government, Patna.
8.	Service Book(Photocopy)		Updated as on the date of retirement/death
9.	Matriculation Certificate/Authenticate I.D. Proof	03 months prior to retirement	For verification of Date of Birth.
10.	First page of Bank Passbook (Photocopy)	03 months prior to retirement	Bank Account with S.B.I.
11.	Dues/No Dues Certificate Final (As Applicable)	02 months prior to retirement	1. Principal/H.O.D 2. Executive F.O. 3. Executive Engineer 4. Central Library 5. Finance Officer
12.	Office-order of un-utilised Earned Leave as applicable	01 month prior to retirement	Issued by D.R.I/D.R.II Office



Babasaheb Bhimrao Ambedkar Bihar University Muzaffarpur (Bihar)-842001

{Website:-www.brabu.net}

{Phone+Fax No.:- 0621-2243071}

{E-mail:- registrar.brabu@gov.in}

In Case of Family Pension			
Sl.No.	Subject	Timeline for Action	Remarks
13.	Pension Book (T.B.S. Booklet)	Within one month of death	Duly filled with attested photographs/specimen signature. Bank Account with S.B.I. with IFSC Code, nomination of legal heir, duly attested by competent authority. Along with forwarding letter from Principal/H.O.D./Competent Authority.
14.	Death Certificate	Within one month of death	From Municipal Corporation
15.	Affidavit	Within one month of death	From applicant
16.	Affidavit/ No Objection Certificate	Within one month of death	From Son/ Daughter