

HALL MANAGEMENT CENTRE
IIT KHARAGPUR

Dt. 25.04.2018

CIRCULAR

It has come to the notice through e.mail received from the NPS Operations review report that as on date 33 numbers of hall employees have not yet submitted their nominations and 15 numbers of hall employees have also not yet submitted their mobile no.

As such, it is hereby informed to the concerned employees those who are covered under NPS and have not yet submitted their nominations as well as their mobile no. may be submitted it immediately in the office of Hall Management Centre along with filled up form no.S-2 (enclosed) for updating the same.

It may also be noted that e.mail account is absolutely necessary for updating the same.

Encl. As stated

Lily
Chairman
HMC 27/4/18

To

1. All Wardens, Halls of Residence
2. All Assistant Wardens, Halls of Residence
3. All Managers/Supervisors, Halls of Residence
4. HMC website

State / Union Territory *

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Country *

--

Pin Code *

--

6. Phone No.

(STD code)

--

Phone No.

--

7. Mobile No.

--

8. Email ID

9. Subscribers Bank Details:

Savings A/c

Current A/c

Bank A/c Number *

--

Bank Name *

--

Bank Branch *

--

Bank Address *

Pin Code *

--

Bank MICR Code

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(Wherever applicable)

10. Value Added Service

i) SMS Alert

Yes

No

ii) Email Alert:

Yes

No

Section B - Subscriber's Nomination Details (* Indicates Mandatory Field for nominee)

1. Name of the Nominee *:

1st Nominee

2nd Nominee

3rd Nominee

First Name *	First Name *	First Name *
Middle Name	Middle Name	Middle Name
Last Name *	Last Name *	Last Name *

2. Date of Birth (In case of minor)*:

1st Nominee	2nd Nominee	3rd Nominee

3. Relationship with the Nominee*:

1st Nominee	2nd Nominee	3rd Nominee

4. Percentage Share *:

1st Nominee	2nd Nominee	3rd Nominee

5. Nominee's Guardian Details (in case of minor)*:

1st Nominee's Guardian Details

2nd Nominee's Guardian Details

3rd Nominee's Guardian Details

First Name *	First Name *	First Name *
Middle Name	Middle Name	Middle Name
Last Name *	Last Name *	Last Name *

6. Conditions rendering nomination invalid:

1st Nominee												2nd Nominee												3rd Nominee											

Section C –Request for Reissue of I-PIN/T-PIN

I hereby, request you to reissue the following

T-PIN I-PIN

Section D –Request for Reissue of PRAN card.

I hereby request for reissue of PRAN card on account of

Loss of PRAN card Damage to old card

<p>I _____, the applicant, do hereby declare that what is stated above is true to the best of my information & belief.</p> <p>Date : <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table></p>									D	D	M	M	Y	Y	Y	Y	<p>Signature/Left Thumb Impression of Subscriber</p>
D	D	M	M	Y	Y	Y	Y										

INSTRUCTIONS FOR FILLING FORM

1. This form is to be used for the purpose of change/correction in subscriber personal details, nominee details, reissue of I-Pin /T-Pin or reissue of PRAN card.
2. The form is to be submitted at the Nodal office for carrying out the necessary changes
3. Please tick the box on the left margin of appropriate row where change/correction is required' and provide the details in the corresponding row. Please strike off the remaining blank rows for which no change is requested.
4. Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
5. **Details Marked with (*) are the mandatory fields.**
6. **Mention 12 digits PRAN correctly.**
7. All Dates Should be in "DDMMYYYY" Format
8. If permanent address & present address isare different, all future communications will be sent to present address.
9. **Nomination:** Subscriber can nominate maximum three nominees.
Subscriber can not fill the same nominee details more than once.
Percentage share value for all the nominees must be integer. Fractional value will not be accepted.
Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, nomination will be rejected.
10. **Reissue of T-Pin, I-Pin and reissue of PRAN card will be chargeable by the CRA.**