

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

No.: IIT/HMC/LC/2019

Date: 05.11.2019

Sub: Submission of Life Certificate and Non-Employment / Re-Employment Certificate

You are requested to submit the Life certificate and Non-Employment / Re-Employment Certificate in the enclosed Proforma so as to reach the undersigned by 30th November, 2019 positively.

In case of non-submission of the aforesaid certificate within due date, the Self Pension / Family Pension will remain withheld from December, 2019 onwards, as per rules.

Enclosure stated.

Santhya Saha
Chairman, HMC 5.11.19

To,
Shri./Smt.

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**HALL MANAGEMENT CENTRE
INDIAN INSTITUTE OF TECHNOLOGY - KHARAGPUR**

CERTIFICATE TO BE SUBMITTED BY THE SELF/FAMILY PENSIONER OF THE HMC

1 LIFE CERTIFICATE:

Certified that I have physically seen the pensioner/family pensioner Shri/Smt. _____
_____ holder of Pension Payment Order No. _____
_____ and that he/she is alive on this date.

Place: _____

Name: _____

Date: _____

**** Designation of Authorized Officer (with seal)**

** It is to be signed by Gazetted Officer of the Central Government or State Government/ a well known and trustworthy person/Officer of any Nationalized Bank.

- 2 NON EMPLOYMENT/RE-EMPLOYMENT CERTIFICATE:** I declare that I have not been serving in any capacity either in a Government Department/Office, Company, Corporation, Autonomous Body or Society of Central or State Government or Union Territory or a Local fund during the year ended November 20 ____ OR I declare that I have been employed/ re-employed in the Office _____ which is part of/financed by _____ Government and was in receipt of the following monthly rates of emoluments during the year ended November 20 ____ or during the month _____ falling within the said year.

Basic Pay: Rs. _____ DA: Rs. _____ Others _____ Total PM: Rs. _____

Furthermore, that the orders of my re-employment stipulate/do not stipulate my pension being held in abeyance during he re-employment period.

- 3 Marriage/Remarriage Certificate (for family Pensioners):** I am still unmarried/ I am not married/ I have married on _____ (marriage certificate attached). **To be submitted twice a year, 31st May/30th Nov.**
- 4 Age(for Family Pensioners):** I am under 25 years of age and unemployed/employed w.e.f. _____ (employment certificate attached)
- 5 Income(for Family Pensioners):** My monthly income is Rs. _____ PM to be submitted twice a year 31st May/30th Nov

Date: _____

(Signature of the Pensioner)

(Additional Information: * fields are Mandatory)

Pension Account No. _____ Bank Code _____ Pension Code* _____

Present Address of the Pensioner *: _____

_____ Pincode * _____

Date of Birth* _____ PAN No. (for self pensioners*) _____

Telephone No.* _____ and/or Mobile No. * _____

E-mail Id : _____ (if available). (strike which are not applicable)

Adhaar No. _____

(Not Mandatory now, required in future for online "Jeevan Pramaan")