


OFFICE ORDER

The date of birth of **Sh. Jagdish Prasad**, Private Secretary is **08.05.1964** as per entry in his Service Book and therefore on attaining the age of superannuation on retirement, **he is to superannuate in the afternoon of 31.05.2024 (Friday)**. The recovery and adjustment of Govt. dues from retirement gratuity is to be regulated under Rules 71 to 73 of the CCS (Pension) Rules, 1972, Rule (1) to (3) of Rule 72 ibid provided for recovery of actual amount of Govt. dues in respect of Govt. accommodation from Pay & Allowances and Retirement Gratuity before retirement.

In this connection, all Head of Divisions/Sectional Incharges/Officer-in-charges are requested to indicate if anything is due against **Sh. Jagdish Prasad, Private Secretary** (as detailed below) **on or before 31.12.2023**, which will remain outstanding on the date of retirement of Sh. Jagdish Prasad and which need to be recovered out of the amount of retirement gratuity, **failing which it will be presumed that nothing is due against him.**

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| 1) Balance of the House Building or Conveyance Advance | Rs..... |
| 2) Over payment of Pay & Allowances including leave salary | Rs..... |
| 3) Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961) | Rs..... |
| 4) Arrears of License Fee, if a Govt. accommodation is allotted | Rs..... |
| 5) The amount of License Fee for the retention of Govt. accommodation for the Permissible period of two months beyond the date of retirement | Rs..... |
| 6) Any other assessed due and the nature thereof | Rs..... |


Chief Adm. Officer (SG) &
Head of Office

Distribution:

1. **Sh. Jagdish Prasad**, Private Secretary, ICAR-IGFRI, Jhansi—along with Form-6 & its enclosures [Form A, Form 1-A, Application for Final Payment of GPF, Descriptive Roll, Proforma for Specimen Signature, Proforma for Thumb & Finger Impression, Form 4 (details of family), Format 9 (Undertaking), Undertaking to Director, Option for Fixed Medical Allowance/Reimbursement, Form 3, Sheet for affixing Joint Passport Size Photograph, Undertaking by wife/husband – with the request to submit the same duly filled-in for further action].
2. Director, PC (FC)/All Head of Divisions/Sectional Incharges, ICAR-IGFRI, Jhansi.
3. Chief Adm. Officer (SG), Senior Finance & Accounts Officer / AAO (B&C) / AAO-Store (Physical / Purchase) AAO (Rectt.) / AAO (Legal) / AAO (Estate), Incharge (AKMU / Vehicle / PME / AKMU / ATIC), OIC (Farm / Library / Hostel / Medical Unit / Security, Library) and Coordinators of Regional Research Stations (Dharwad / Avikanagar / Srinagar / Palampur).
4. Vigilance Officer, ICAR-IGFRI, Jhansi.
5. General Secretary, Recreation Club, ICAR-IGFRI, Jhansi.
6. ~~Sh. K.P. Rao, CTD with request to upload this on IGFRI/Office Notice Board.~~

NO DUES CERTIFICATE

This is to certify that nothing is due against **Sh. Jagdish Prasad**, Private Secretary, ICAR-IGFRI, Jhansi so far as this Division/Section/Unit is concerned.

Signature:.....
Designation:.....
Division/Section:.....