



# ICAR - CENTRAL TOBACCO RESEARCH INSTITUTE

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(An ISO 9001 : 2008 Certified Institute)

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Dated 12<sup>th</sup> October, 2018

## CIRCULAR

The 2<sup>nd</sup> meeting with Pensioners/family pensioners will be held on Thursday, the 18<sup>th</sup> October, 2018 to settle pension related grievances of Pensioners/family pensioners. It is therefore, informed to all the pensioners/family pensioners to kindly send their pension related grievances for the 2<sup>nd</sup> meeting in the enclosed proforma to the undersigned latest by 16.10.2018 in person/through post or through e-mail [auditctrirjy@gmail.com](mailto:auditctrirjy@gmail.com). Applications will be examined to resolve the grievances in the 2<sup>nd</sup> monthly meeting to be held under the chairmanship of Director, ICAR-CTRI, Rajahmundry at 11.30AM on 18.10.2018 at the Seminar Hall of ICAR-CTRI in the presence of Pensioners/family pensioners.

Henceforth the meeting with the pensioners will be held on 18<sup>th</sup> of every month, or if 18<sup>th</sup> happens to be a closed holiday on the next working day.

  
(PRADEEP KUMAR SINGH)  
Sr. Finance & Accounts Officer,  
ICAR-CTRI Pension Authorization Unit

Encl: a/a

1. Scientist-in-charge, AKMU, ICAR-CTRI, Rajahmundry with the request to please upload on the website of CTRI.

**APPLICATION FOR REDRESSAL OF GRIEVANCE RELATED TO PENSION**

1.	Name of Pensioner/Family pensioner	
2.	PPO No. & Date	
3.	Date of Retirement /Death of Government Servant	
4.	Name of the Institute where working at the time of retirement/death	
5.	Address for communication	
6.	Contact No. / (Mobile No.)	
7.	Email address	
8.	Detail of grievance related to pension	
9.	Are you interested to attend the meeting for redressal of grievance in person or through representative? (If through representative, give the name, address, contact no. and email address of the representative to whom meeting notice can be sent)	

Place:

Date:

Signature of Pensioner/Family Pensioner