



Ref. No. :

Dated : 28-Sep-20

**Dr. Nirmalendu Biswas**  
**Assistant Professor**  
Department of Power Engineering  
Jadavpur University  
(Salt Lake Campus)  
Kolkata - 700 106.

Dear Sir,

I am directed to inform you that your service in the post of **Assistant Professor** in the Department of Power Engineering has been confirmed with effect from **27.06.2019 (F.N.)**, the date on which you joined the post. Other terms and conditions will remain same as per your appointment letter vide Ref. No. **P-1/443/19** dated **07/08-Mar-19**.

You are requested to fill up the enclosed **Provident Fund Nomination Form** in triplicate and submit the same (two copies) to the **Provident Fund Unit of the University** along with one copy of the enclosed **Declaration Form**. One copy each of the P.F. Nomination Form with "Depositor No." and one copy of the Declaration Form in respect of GPF are to be submitted at the Personnel Section.

You are also requested to submit the enclosed Service Record Form and the Family Declaration Form/ Nomination Form, duly filled in, to the undersigned for records and to report to the Personnel Section within 15 days from the date of receipt of this letter, with two copies each of recent passport size joint photograph (self attested) of yourself and your spouse (if applicable), to complete the initial formalities of your Service Book.

It may be noted that the **CPF Benefit** is being extended to you temporarily till **GPF Scheme** is introduced in the University subject to submission of the said declaration (as enclosed) to the effect that you will refund the contributory part of the provident fund immediately after introduction of **GPF**.

Yours faithfully,

*[Signature]*  
28.09.2020  
**REGISTRAR**

**Encl. :**

- P. F. Nomination Forms (two copies)
- Declaration Forms (three copies)
- Service Record Form (one copy)
- Family Declaration Form / Nomination Form (one copy)