**{fileno}**

**പെന്‍ഷന്‍ പ്രൊപ്പോസല്‍**

**in r/o.**

**{name},**

**{designation},**

**{college}**

Office of the Deputy Director of

Collegiate Education, Thrissur

Date: {date}

No.: {fileno}

From

The Deputy Director

To

The Director of Collegiate Education,

Vikas Bhavan, Thiruvananthapuram

Sir,

Sub : Pension Proposal - Private Colleges – regarding.

Ref : Letter No. {lrno} dated {lrdate} of the Principal, {college}

I am forwarding herewith the pension proposal in respect of {name}, {designation} in {college} retired on {retirement} for favour of necessary action.

Your faithfully,

Deputy Director

Copy to:

1. The Principal,

{college}

1. {name}

Office of the Deputy Director of

Collegiate Education, Thrissur

Date: {date}

No.: {fileno}

SERVICE VERIFICATION CERTIFICATE

Verified the service of {name}, {designation}, {college} with attendance register and acquittance roll.

|  |  |  |
| --- | --- | --- |
| College | Period | |
| From | To |
| {college} | {joining} | {retirement} |

Deputy Director

Office of the Deputy Director of

Collegiate Education, Thrissur

Date: {date}

No.: {fileno}

From

The Deputy Director

To

The Principal,

{college}

Sir,

Sub : Sending Service Book after pension sanction - Private Colleges – regarding.

Ref : Letter No. {colno} dated {col date} of the Director of Collegiate Education, Thiruvananthapuram.

I am forwarding herewith the service book of {name}, {designation} in {college} retired on {retirement} after sanctioning the pensionary benefits as per reference above. Send LPC, NLC and NEC alongwith service book after necessary entries.

Your faithfully,

Deputy Director

Copy to:

{name}

{house}

{place}

{post} P.O.

{district} - {pin}

Office of the Deputy Director of

Collegiate Education, Thrissur

Date: {date}

No.: {fileno}

From

The Deputy Director

To

The Treasury Officer,

{treasury}

Sir,

Sub : Pension – LPC, NLC, NEC – regarding.

Ref : Letter No. {colno} dated {coldate} of the Director of Collegiate Education, Thiruvananthapuram.

I am forwarding herewith the LPC, NLC, NEC in respect of {name}, {designation}, {college} retired on {retirement} for favour of necessary action.

Your faithfully,

Deputy Director

Copy to:

1. The Principal,

{college}

1. {name}

{house}

{place}

{post} P.O.

{district} – {pin}