

22.

**Recommendation of President, G. B. Secretary, G. B.
of the College**

Sri/Smt.....
(Designation)

.....of the.....College has completed
the age of.....years on.....and has retired from service with effect
from.....as per rules framed under the West Bengal Non-Govt.
College Teachers/Employees D. C. R. Benefit Scheme. He/She has been relieved
of his/her duties from.....due to his/her retirement.

Sri/Smt.....Lecturer/
.....of.....College died on.....

Sri/Smt.....was
appointed as a whole time.....in.....
of this College as per G. B. resolution No.....dated.....
against a post duly sanctioned and approved by the competent authorities and
joined the post on He has served the College till
rendering a continuous service ofyears.....months.....
days without any break or unauthorised absence from.....to.....
which has been verified from the College records maintained for the purpose and
established. The character and conduct of Sri/Smt.....
.....during his/her service in the College had been good and
his/her performance had been quite satisfactory and the G. B. approve his/her said
service of.....years.....months.....days and
recommends for payment of retirement benefits as admissible under the rules. The last
Pay of the teacher/employee have also been correctly recorded.

The G. B. also recommends payments, if necessary, of provisional Pension
and Gratuity/Family Pension as admissible under Rule 41 of the W. B. Non-Govt. College
Teachers/Employees D. C. R. Benefit Scheme.

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Principal
.....College

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President / Secretary, Governing Body
.....College

* Strike out the portion not applicable.