

UNIVERSITY OF CALCUTTA



AUDIT AND ACCOUNTS DEPARTMENT

No. A/S/ 40 /GSLI

Date: 28/08/2025

MEMORANDUM

This is to circulate among the employees who are the members of C.U. G.S.L.I. scheme have been promoted to **i) L.S.S. to Assistant ii) Senior Assistant to Junior Superintendent iii) Senior Superintendent to Officer on or after 28/12/2024** to contact the salary section, Audit & Accounts Department, within **16th day of October 2025**, for submission of Proforma "B" of G.S.L.I. to enable us to make the required changes in G.S.L.I. contribution rates, if any, due to that promotion accompanied with a photocopy of that promotional order.

Members employee of this scheme promoted to the next higher grade after 28/12/2023 but failed to submit the option from in the due time may also submit it, within **16/10/2025**.

AS
28/8/2025
Accounts Officer
University of Calcutta.

FORM-B

[TO BE FILLED IN BY ALL EMPLOYEES WHO HAVE BEEN PROMOTED OR UPGRADED TO THE POSTS BELONGING TO UPPER CATEGORIES ON OR AFTER 28.12.2024{ i) L.S.S. to Assistant ii) Senior Assistant to Junior Superintendent iii) Senior Superintendent to Officer}]

**1. Name of the Employee :
(In block Letter)**

2. N.S. No. :

**3. Designation on the date of
entry (i.e. 28.12.2024) :**

4. Pay Level with Row (Previous) :

5. Department (Previous) :

6. Date of Promotion :

**(Enclose Photocopy of the
Promotional order)**

7. Present Designation :

8. Present Pay Level :

**9. Department to which
attached after promotion :**

Signature of the Employee

Date:

Forwarded by:

(Please do not submit this form if you are previously submitted)

N.B: G.S.L.I. Deduction Per month: Gr. D Rs.50, Gr. C Rs.75, Gr. B Rs.100 & Gr. A Rs.200

If your deduction not shows in your pay-slip then immediate contact with Accounts G.S.L.I. section along with your pay-slip.