

UNIVERSITY OF CALCUTTA



AUDIT AND ACCOUNTS DEPARTMENT

No. A/S/ 49 /GSLI

Date: 21/09/2026

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 28/12/2025** to contact the salary section, Audit & Accounts Department, within **4th day of November 2026**, 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 28/12/2024 but failed to submit the option from in the due time may also submit it, within **04/11/2026**.

A3/21/9/2026.

Accounts Officer
University of Calcutta.

Handwritten signature of the Accounts Officer, dated 21/9/26.

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 28.12.2025{ 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. 28.12.2025) :
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 :

Date:

Signature of the Employee

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.