



UNIVERSITY OF CALCUTTA

MEMORANDUM

All Employees of the University of Calcutta are hereby informed that retirement benefits - including Provident Fund, Gratuity, Leave Salary will be remitted directly to their corresponding Salary Account or Pension Account via ECS.

Amount of Commutation and any other applicable dues will be remitted directly to their corresponding pension account via ECS.

All Employees of the University of Calcutta are requested to provide their bank account details (*cancelled cheque / attested photo copy of first page of bank pass book*) to their corresponding department at the time applying for retirement benefits after their superannuation / resignation or termination as the case may be, to avoid any delays regarding payment of retirement benefits during the time of their superannuation.

It is also mentioned here that regarding payment of refundable and non-refundable loan disbursements, no other account will be accepted except the present salary account.

Date: 14.07.2025.

AS 15/7/2025
ACCOUNTS OFFICER
UNIVERSITY OF CALCUTTA