

**CERTIFICATE TO BE SUBMITTED BY THE PENSIONER/S
IN THE MONTH OF NOVEMBER EVERY YEAR
All the columns are mandatory to be filled in by the pensioner/s**

DATE OF BIRTH _____ PPO No. _____
DATE OF RETIREMENT _____ SAVING BANK A/c No. _____
ADDRESS: _____ MOBILE/PHONE No. _____
_____ **PAN No.** _____

(Submission of PAN No. is Mandatory otherwise 20 % TDS will be deducted on Gross Pension Paid)

E-mail Address: _____

ALIVE CERTIFICATE

Certified that I have seen the pensioner/Family Pensioner Sh./Smt. _____ Holder of Pension Payment Order No. (PPO No. _____) and that he/she is **alive on this date** _____.

Place: _____

Name & Signature _____

Date: _____

Designation of Attesting Authority with

Signature of Pensioner: _____

Office Seal & Date

Attesting Authority: i) Head of the P.U. Teaching Department/Branch, ii) University Officer not below the Rank of Assistant Registrar, iii) Class 'A' Government Gazetted Officer iv) First Class Magistrate and v) Manager, SBI where the Pension Holder has the account to which his/her pension is credited.

CERTIFICATE

I, _____ S/o, D/o, w/o _____ holder of (PPO No. _____) certify:

- a) That I am gainfully employed (Yes/No) _____
- b) Department/Organisation _____
Designation _____/Pay/Emoluments _____
- c) Whether residing abroad as permanent Resident: Yes/No _____
- d) Name Of Country: _____ State/Province _____
- e) Full Address: _____
- f) That I have been remarried/I have not been remarried: Yes/No _____
(In case of Family Pensioners).

Strike out which is not applicable

UNDERTAKING

That I hereby undertake to authorize the Pension Cell, Panjab University, Sector-14, Chandigarh to recover any amount from my Savings Bank A/c No. _____ paid in excess or erroneously to me and the TDS on pension as applicable under Income Tax rules.

Certified that the above said undertaking is correct & true.

(Signature of the Pensioner)

Note:-Please fill the Leave Travel Concession proforma as given on the reverse side of this page.

PANJAB UNIVERSITY CHANDIGARH

**DECLARATION TO BE FILLED FOR CLAIM OF LEAVE TRAVEL ALLOWANCE –
BLOCK YEAR 2016-18.**

- A)** Certified that my husband/wife is not a Govt. Pensioner **or** not in-service of any Central/State **or** other Govt. Organization **or** other Public Sector Organization including Panjab University, Chandigarh etc.

Signature: _____

Name: _____

P.P.O.: _____

Dated: _____

OR

- B)** Certified that my husband/wife is a Govt. Pensioner/working employee of Central/Punjab **or** other State Government Offices/Union Territories and other Public Sector Organization/Panjab University etc. holding Pension Payment Order _____ of _____ Department/ Office.

- i) He/She has not claimed any travel concession.

OR

- ii) He/She has claimed travel concession.

Signature: _____

Name: _____

P.P.O.: _____

Dated: _____

Note:- Kindly strike out whichever is not applicable.