

UNIVERSITY OF DELHI

STATEMENT OF SERVICE PARTICULAR IN RESPECT OF _____ FOR CALCULATION OF Leave Salary & Pension Contribution (LSPC)/Pro-rata Pension/ Capitalized Value of Pension(CVP)/service gratuity & pro-rata gratuity / retirement gratuity/Lien period.

1. Name of Applicant	
2. Date of Birth	
3. Designation	
4. Date of Appointment	
5. Date of Retirement	
6. Break in service, if any	
7. Leave without pay, if any	
8. Period of suspension, if any (Details of reinstatement)	
9. Option Exercised (GPF/CPF/NPS)	
10. Department / Institute / College	
11. Post held at the time of proceeding on EOL/Deputation/Lien/counting of past service period	
12. Pay Band / Pay level at the time of proceeding on EOL / Deputation / Lien / counting of past service period	
13. Details of pay are as follows:	
i. Basic Pay/Last Pay Drawn	
ii. Academic Grade Pay/G.P.	
iii. Total (i + ii)	Rs. _____
iv. Dearness Pay, if any	
v. Deputation Allowance, if any	
14. Pension/ gratuity details if already drawing/drawn	
15. Period for calculation of LSPC/Pro-rata pension/capitalized value of pension/service gratuity & pro-rata gratuity / retirement gratuity/Lien period	
16. If the matter pertains to the Leave salary kindly provide the details of pay drawn + Deputation allowance for entire period / applicable period of leave salary (copy must be enclosed)	
17. Account details to which the LSPC/Pro-rata pension/capitalized value of pension/service gratuity & pro-rata gratuity / retirement gratuity is to be transfer (copy of account details must be enclosed)	
18. The details of Earned Leave availed on monthly basis for the entire period of Deputation/EOL/Lien (for purpose of calculation of leave salary only)	
19. Total Service _____ Years _____ Months _____ Days _____	
20. Period of EoL, if any _____	
21. Qualifying service _____ Years _____ Months _____ Days _____	

Encl. As above:
Forwarded by

Dated:

Section Officer/Assistant Registrar/Deputy Registrar/Joint Registrar (Establishment – T/N.T.)
(with seal & signature)