

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. 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) | |
| 18. Total Service _____ Years _____ Months _____ Days _____ | |
| 19. Period of EoL, if any _____ | |
| 20. Qualifying service _____ Years _____ Months _____ Days _____ | |

Encl. As above:

Forwarded by

Dated:

The Head of College
(with seal & signature)