

# University of North Bengal

Office of the Finance Officer  
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“সমানোমন্ত্র: সমিতি: সমানী”

Ref.No:FO/E-39/531 /F-23

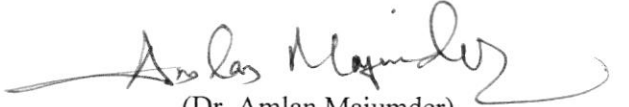
Date : 05.06.2023

## CIRCULAR

In terms of the decision of the Finance Committee meeting dated 17.05.2023 under item no. Supplementary-III duly approved by the Executive Council in its meeting dated 19.05.2023 under item no.10 the following forms in connection with submission of claim under “NBU Death-cum-Terminal Benefit Scheme, 2022” for Contractual and Casual Employees are enclosed herewith.

Form no.01 - FORM FOR TERMINAL BENEFITS FOR CONTRACTUAL & CASUAL EMPLOYEES  
Form no.02 - FORM FOR DEATH BENEFIT FOR CONTRACTUAL & CASUAL EMPLOYEES

All the Heads of the Departments/Branches/Centres are requested to kindly circulate the above-mentioned form to the concerned employees and also to submit the claim in the prescribed format duly filled in to the office of the undersigned for settlement of all such claims.

  
(Dr. Amlan Majumder)  
Finance Officer (Offg.)

### **In Communication to :**

1. The Honourable Vice-Chancellor, NBU.
2. All Heads of the Departments/Branches/Centres, NBU
3. The Deputy Finance Officer, NBU
4. The Accounts Officer, NBU
5. Officer-in-Charge, Kolkata NBU Office.
6. The Assistant Registrar, NBU Jalpaiguri Campus.
7. The President/Secretary, NBUTC/NBUOA/NBUEA/  
SBTSS (NBU Unit/NBU ASKA/NBUPNTEO for information.
8. Guird file.

**UNIVERSITY OF NORTH BENGAL**  
DEPARTMENT OF FINANCE  
FORM NO.- 01

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**FORM FOR TERMINAL BENEFITS FOR CONTRACTUAL & CASUAL EMPLOYEES**

**Name of the Applicant (In Block Letters) :** .....

**Category :-** Contractual / Casual (Tick  whichever is applicable)

**Designation and Department where the applicant served last :** .....

**Present Address :** .....

**Date of Birth :**  /  /

**Date of Joining :**  /  /

**Last Date of Service :**  /  /

The particulars given above are true to the best of my Knowledge.

**Forwarded**  
(Signature with Seal)

(Signature of Employee in full)

The Terminal Benefits of Rs. .... (Rupees ..... ) may be paid to Shri. / Smt. ...., Department / Branch ....., if approved.

Dealing Assistant

Jr./ Sr. Supdt.,

Forwarded to the Internal Audit Section.

AO/AAO/Dy. F.O.

Check and found correct.

Forwarded to the Hon'ble Vice-Chancellor for his kind approval for the payment of Terminal Benefits of Rs. .... (Rupees ..... ) to ..... Department / Branch ....., N.B.U. subject to reporting to the next F.C. meeting.

Dy. Finance Officer

Finance Officer

The Terminal Benefits of Rs. .... as proposed is sanctioned.

Vice-Chancellor, University of North Bengal

**UNIVERSITY OF NORTH BENGAL**  
DEPARTMENT OF FINANCE  
FORM NO.- 02

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**FORM FOR DEATH BENEFIT FOR CONTRACTUAL & CASUAL EMPLOYEES**

**Name of the Applicant (In Block Letters) :** .....

**Relation with Deceased Person :-**  
.....

**Present Address :** .....

**Name of the Deceased person (In Block Letter):** .....

**Designation and Department where the deceased person served last :** .....

**Date of Birth of the deceased person :**

**Date of Joining :**

**Date of death of the deceased person :**

The particulars given above are true to the best of my Knowledge.

**Forwarded**  
(Signature with Seal)

(Signature of Applicant in full)

The Death Benefits of Rs. .... (Rupees ..... ) may be paid to Shri. / Smt. ...., wife/son/daughter of Late ..... , if approved.

Dealing Assistant

Jr./ Sr. Supdt.,

Forwarded to the Internal Audit Section.

AO/AAO/Dy. F.O.

Check and found correct.

Forwarded to the Hon'ble Vice-Chancellor for his kind approval for the payment of Death Benefits of Rs. .... (Rupees ..... ) to Shri. / Smt..... wife/son/daughter of Late ..... subject to reporting to the next F.C. meeting.

Dy. Finance Officer

Finance Officer

The Death Benefits of Rs. .... as proposed is sanctioned.

Vice-Chancellor, University of North Bengal