



# VIDYASAGAR UNIVERSITY

P.O.: Vidyasagar University, Midnapore-721102, Dist.: Paschim Medinipur,  
West Bengal, INDIA.

Date: 15/12/2022

## NOTIFICATION

This is to notify for general information to all the substantive/permanent employees of Vidyasagar University that they are required to make sure that they have properly filled up the Pension, Provident Fund, Gratuity nominee forms and submit at the Establishment Section for updating at their service books. Employees who have not filled up nominee forms for the Pension, Provident Fund, and Gratuity are requested to collect the forms from Establishment Section and submit it at the earliest after filling it up properly in all respect.

All concerned are being informed accordingly.

This is being issued with the approval of the competent authority.


Sd /  
Registrar

**Memo No: VU/R/2031/2022 dated: 15.12.2022**

*Copy forwarded for information and necessary action to:*

1. The Dean (Actg.), Faculty of Arts & Commerce,
2. The Dean (Actg.), Faculty of Science,
3. All HOD's of all Academic & Administrative Departments with a request to circulate the Notification among all the employees of his/her department
4. The Deputy Registrar, (Admin.)
- 5 The Deputy Registrar, (Academic.)
6. The Secretary to the Vice-Chancellor- for kind information to the Hon'ble Vice -Chancellor.
7. The Office Superintendent, Registrar's office.
8. The Establishment Section.
9. The Information Scientist for wide circulation on the University website,
- 10 Guard File



  
15/12/22

(Dr. J. K. Nandi)

Registrar

Registrar

Vidyasagar University  
Midnapore - 721102  
West Bengal, India

Tele-Fax (03222) 298220, Fax: (03222) 275329,  
E-mail: registrar@mail.vidyasagar.ac.in