

# Baba Farid University of Health Sciences, Faridkot

(ACCOUNTS DEPARTMENT)

Letter No:- BFUHS/ Accounts/ 2020/ \_\_\_\_\_

Date:- 01.01.2020

To

- A) Principals/Medical Superintendent/Director/ Senior Medical Officers of all constituent colleges, Hospitals, Institutions of the University.
- B) All Heads of Departments/ Branch Heads.

Subject:- Regarding issue of PRAN Cards.

Sir/ Madam,

As you are aware that the University is in a process of implementation of NPS & issue of PRAN Cards for its all regular employees who were recruited at the University offices as well as its constituent colleges after 01.01.2004, hence, you were earlier requested vide this office letter NO. 13035-59 dated 04.07.2019, to send the forms of the concerned employees, on the prescribed format within 15 days from the date of issue of the letter, but following have been observed:-

- A) That the most of the employees have submitted their applications on old format which has been revised by the NSDL. A copy of the revised format is attached for kind reference.
- B) That necessary documents such as Aadhar Card, Bank Details, PAN Card, DOB proof etc have not been attached with the application forms.
- C) That the details such as Date of Joining, Date of Retirement, Class of employment, Pay Scale etc. have not been filled completely.

Hence, it is once again requested to direct the concerned staff, working under your department, to submit the completed forms (STRICTLY ON THE ENCLOSED FORMAT ONLY), with the following documents to the NPS Section of this Department, Through Proper Channel, within a week, so that their PRAN Cards may accordingly be got applied with the NSDL:-

Documents that should be enclosed with the form:-

- a) Self attested Copy of Aadhar Card
- b) Self attested Copy of PAN Card
- c) Photograph (Passport sized)
- d) Self attested copy of the Bank Passbook and a cancelled cheque.
- e) Self attested copy of Certificate of Matriculation as a Proof for Date of Birth or Birth Certificate issued by the concerned authorities. The Date of Birth should be similar to the Date that are mentioned in the Service Records.

Note:-

Before submission of the completed form, in the interest of the employees it is advised that the Particulars filled in the form should be got verified from the dealing officials of Establishment Branch such as Date of Birth, Date of Joining, Date of Retirement, Pay Scale, Class of Employee, Current Basic pay etc. so that any inconvenience caused due to the mismatch of records, at the time of claim may be avoided.

This may be treated as Most Urgent/ Date Bound.

Sd/-

Finance Officer

Endst. No:- 050-52

Date:- 01.01.2020

Copy of the above to:-

- A) SVC for kind information of the Hon'ble Vice Chancellor.
- B) Incharge (Establishment)
- C) Incharge IT Cell:- with a request to display the said letter on the official website of the University for the intimation to all concerned.
- D) University Notice Board

Finance Officer