



ICAR - CENTRAL TOBACCO RESEARCH INSTITUTE

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F.No.AA 109(Pen)/2018-19

Dated 11th September, 2018

CIRCULAR

In pursuance of letter no.FIN/10/09/2018-Pension, dated 4th September, 2018 from Director (Finance), ICAR, it is proposed to hold the first meeting with Pensioners/family pensioners, whose pension/family pension were authorized through Pension Authorization Unit, ICAR-CTRI, Rajahmundry on Tuesday, the 18th Sept., 2018 to settle pension related grievances of Pensioners/family pensioners. It is therefore, informed to all the pensioners/family pensioners to kindly send their pension related grievances for the first meeting in the enclosed proforma to the undersigned latest by 15.09.2018 in person/through post or through e-mail ctri-ap@nic.in/auditctrirjy@gmail.com. Applications will be examined to resolve the grievances in the first monthly meeting to be held under the chairmanship of Director, ICAR-CTRI at 11.30AM on 18.09.2018 at the Seminar Hall of ICAR-CTRI in the presence of Pensioners/family pensioners or their authorized representative. In future, grievances if any can be sent at any time as the meeting to resolve the pension related grievances of pensioners/family pensioners will be organized every month.

Encl: a/a

**(PRADEEP KUMAR SINGH)
Sr. Finance & Accounts Officer,
ICAR-CTRI Pension Authorization Unit**

APPLICATION FOR REDRESSAL OF GRIEVANCE RELATED TO PENSION

1.	Name of Pensioner/Family pensioner	
2.	PPO No. & Date	
3.	Date of Retirement /Death of Government Servant	
4.	Name of the Institute where working at the time of retirement/death	
5.	Address for communication	
6.	Contact No. / (Mobile No.)	
7.	Email address	
8.	Detail of grievance related to pension	
9.	Are you interested to attend the meeting for redressal of grievance in person or through representative? (if through representative, give the name, address, contact no. and email address of the representative to whom meeting notice can be sent)	

Place:

Date:

Signature of Pensioner/Family Pensioner