



LALIT NARAYAN MITHILA UNIVERSITY

Kameshwaranagar, Darbhanga-846004

CHECK LIST OF DOCUMENTS REQUIRED FOR FIXATION OF PENSION UNDER L.N. MITHILA UNIVERSITY, KAMESHWAR NAGAR, DARBHANGA, BIHAR -846008.

01. Pension application form in prescribed Proforma duly forwarded by the College/University Department.
02. Updated Original service book.
03. Two joint photographs duly attested.
04. Two Specimen signatures duly attested.
05. **NO Dues** certificates :-
 - A. Teacher**
 - i. College/ University Department
(From all posted Colleges/University Department from appointment to retirement/death)
 - ii. University Account section.
 - iii. University Store section.
 - iv. University Examination Department.
 - v. University Sports Department.
 - vi. University Central Library.
 - vii. University Estate (If House allotted).
 - B. Non- Teacher for College Staff only (3rd Grade)**
 - i. College
 - ii. University Central Library.
 - C. Non- Teacher for College Staff only (4th Grade)**
 - i. College / Department.
 - D. Non- Teacher for HeadQuarter/University Department Staff only (3rd /4th Grade)**
 - i. Headquarter / University Department.
 - ii. University Account section.
 - iii. University Store section.
 - iv. University Examination Department.
 - v. University Sports Department.
 - vi. University Central Library.
 - vii. University Estate (If House allotted).
06. List of family members with date of birth and relationship with retiree.
07. List of 10 months salary statement.
08. Service records (Appointment , joining , promotion , etc).
09. Copy of PAN card .
10. Copy of Aadhar .
11. Nomination form .
12. Statement of PF (From all posted Colleges/University Department from appointment to retirement/death).
13. Statement of G.I.C. (From all posted Colleges/University Department).
14. Copy of Pay point from Pay verification Cell, Patna (If available).