



OFFICE OF THE COMPTROLLER

SHER-E-KASHMIR UNIVERSITY OF AGRICULTURAL SCIENCES &
TECHNOLOGY OF KASHMIR SHALIMAR CAMPUS, SRINAGAR-190025 KASHMIR

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CIRCULAR

In order to facilitate the preparation and submission of the Revised Estimates for the financial year 2026-27 and the Budget Estimates for the financial year 2027-28, all the Controlling Officers/Deputy Comptrollers/Assistant Comptrollers/DDO's are hereby requested to submit the information in respect of all employees borne on the establishment under their control who are due to attain the age of superannuation on or before **31-03-2028**. The Controlling Officers shall also ensure that the retiring employees are duly advised that the option for commutation of pension once exercised shall be final, and no request for change thereof shall be entertained.

The requisite information shall be furnished strictly in the prescribed format enclosed as **Annexure-A**, duly verified in all respects, and shall reach the Office of the Comptroller within **ten (10) days** from the date of issuance of this circular to enable this office to make necessary budgetary provisions towards the retirement benefits of the employees retiring during the aforesaid period. Further, besides submission of the hard copy, a soft copy of the duly completed format shall invariably be forwarded through e-mail at **pension@skuastkashmir.ac.in** within the stipulated time for facilitating compilation and consolidation of the requisite data.

The matter may be treated as **MOST URGENT**, and strict adherence to the prescribed timeline shall be ensured.


Deputy Comptroller
(Pension Cell)
13-07-2026

No.AUK/COMPT/PC/35 65-3580.

Dated: 13-07-2026

Enclosure:
Annexure-A

Copy to:-

- All Dy. Comptroller's / Assistant Comptroller/DDO Concerned_____.
- I/C Aris for uploading on University Website
- SVC, for information to Hon'ble Vice-Chancellor, SKUAST-K.
- P.A to Comptroller, for information to Comptroller, SKUAST-K Shalimar.

Annexure -“A”

Format for furnishing details of employees due to attain the age of superannuation on or before 31-03-2028 for preparation of Revised Estimates 2026-27 and Budget Estimates 2027-28.

S.No	Name of Retiree	Designation	D.O.B	Date of 1st Appointment	Date of Retirement	Basic Pay at the time of Retirement	Total Leave at credit	Length of Qualifying Service	Basic Pension	DCRG	Leave Salary	CVP	Option regarding commutation

Certified that the particulars furnished above have been verified from the Service Book and are found to be correct. The estimated amount of retirement benefits, including Pension, Death-cum-Retirement Gratuity (DCRG), Leave Salary (Leave Encashment) & Commuted Value of Pension has been worked out to the best of our knowledge for the purpose of budget estimation.

Signature of DDO

