



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**MAIDAN GARHI, NEW DELHI – 110068**  
**(Finance & Accounts Division)**

**F.No IG/F&A/P& P/2019-20/**

**Date: 31st October, .....**

To

Dear Sir/Madam

The following certificates are required to be submitted to the Pension Section of Finance & Accounts Division, IGNOU in the months shown against each.

The same may please be furnished immediately.

<b>S.No</b>	<b>Nature of Certificate</b>	<b>Due date of submission</b>
1	Life Certificate of the Pensioner	<b>November every year</b>
2	Employment-re-employment certificate of the Pensioner.	November every year
3	Acceptance/non-acceptance of commercial employment within two years from the date of retirement and acceptance/non-acceptance of employment under any Govt. outside India/International organization of which G.O.I is not member only for Group 'A' retired officers	May & November each year
4	Dependent parents receiving family pension to furnish certificate that their earning is not more than Rs 2550/- per month	Yearly (January)
5	Unmarried son(s) daughters(s) to furnish certificates in regard to (i) their status ,(ii) monthly income ,(iii )age as on July 19 / January 20	Six monthly January& July

**Sd/-**  
**Section Officer**  
**(PF & Pension)**

To

The Assistant Registrar  
PF & Pension Section  
F & A Division  
IGNOU, Maidan Garhi  
New Delhi-110068

Sir,

**DECLARATION**

1. I declare that I have not been serving in any capacity either in a Government Department / Office / Company/ corporation / Autonomous Body or Society of Central / State Government / Union Territory / Local Fund Organization during the period ending .....

**OR**

. I declare that I have been serving in any capacity either in a Government Department / Office / Company/ corporation / Autonomous Body or Society of Central / State Government / Union Territory / Local Fund Organization during the period ending .....

2. I declare that I have also not accepted any employment under a Government outside India in an international organization of which the Government of India is not a member. I am also not employed in any other organization overseas.

**OR**

I declare that I have accepted any employment under a Government outside India in an international organization of which the Government of India is not a member. I am also employed in any other organization overseas.

3. I declare that I am alive on this day when I am making this declaration.

**Name of Pensioner :**

**Signature:**

**Mobile No:**

**Date:**

**Land Line No:**

**E-mail ID:**

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Certified that the aforementioned declaration has been made in my presence before me on this day i.e.....

Signature:

**Name**  
**Designation**  
**Date**

With office seal