



# Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)  
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC  
Coimbatore - 641 043, Tamil Nadu, India

O/o The Registrar,  
No. /AIHS&HE/2022-23/Estt.  
Dated:

## Undertaking and Declaration

Sub: Estt.- Non-Teaching Staff - Dr./Mr./Mrs. \_\_\_\_\_  
Retired/VRS on \_\_\_\_\_ Monthly Pension arrears amount now  
settled after effecting Excess Payment- Declaration/Undertaking given regarding.  
Ref: LF Audit Objection.

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As per the direction and UGC Orders, it is to inform you, that  
Dr./Mr./Mrs. \_\_\_\_\_ who retired on \_\_\_\_\_ has been  
sanctioned a monthly pension of Rs. \_\_\_\_\_ based on 5<sup>th</sup>/6<sup>th</sup> CPC and now the monthly  
pension is revised as Rs. \_\_\_\_\_ based on 6<sup>th</sup> & 7<sup>th</sup> CPC Rs. \_\_\_\_\_ and as per  
the LF Audit Objection (as applicable) and **now worked out as "arrear" for  
Rs. \_\_\_\_\_ will be payable to staff.**

Out of the above arrear amount, a **sum of Rs. \_\_\_\_\_ needs to be recovered due  
to LF Audit Objection** relating to Incorrect/Inadmissible Pay fixation etc.,

Hence, **after adjusting the excess payment, the balance amount of  
Rs. \_\_\_\_\_ is hereby settled** for which an undertaking and declaration as detailed  
below need to be given by the Non-Teaching Staff.

Further, efforts are being undertaken by this Institute to clear the Audit Objection. In case  
of such dropping of the audit objection, the excess amount recovered (or) admitted by the Audit  
as the case may be, if any, will be refunded to the Staff in due course.

Like wise, after the audit verification, excess released amount to the staff, if any, will be  
recovered from the Dearness Relief of the pension received by the Staff.

**REGISTRAR**

## Undertaking & Declaration by the Staff

I, Dr./Mr./Mrs./ \_\_\_\_\_, Dept \_\_\_\_\_ P.P.O.No.  
\_\_\_\_\_ Retired/VRS on \_\_\_\_\_ now hereby undertake and declare that, I have read  
and understood the above contents fully. Further I agree and undertake to repay the excess  
amount, if any, paid to me now, either in one lump sum or from my Dearness Relief on Pension  
and will not claim otherwise in future.

Place:

Yours faithfully,

Date :

**For Office use only**

(Signature with date)

Entered in Pg \_\_\_ /SR \_\_\_ Vol \_\_\_

(Name: \_\_\_\_\_ )

Vr. No. \_\_\_ date \_\_\_\_\_



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### Undertaking by the Staff

I, Dr./Mr./Mrs. \_\_\_\_\_, Dept \_\_\_\_\_

P.P.O.No. \_\_\_\_\_ Retired/VRS on \_\_\_\_\_ now hereby agree and undertake to repay the excess amount, if any, paid to me now, as revised 6<sup>th</sup> & 7<sup>th</sup> Central Pay Commission Pension Arrears Rs. \_\_\_\_\_, either in one lump sum or from my Dearness Relief on Pension and will not claim otherwise in future.

Place:

Yours faithfully,

Date :

**For Office use only**

(Signature with date)

Entered in Pg\_\_\_\_ /SR\_\_\_\_ Vol\_\_\_\_

(Name: \_\_\_\_\_ )

Vr. No.\_\_\_\_ date \_\_\_\_\_