

TRIPURA TRIBAL AREAS AUTONOMOUS DISTRICT COUNCIL  
OFFICE OF THE CHIEF EXECUTIVE OFFICER  
KHUMULWNG : TRIPURA(WEST).

NO.3(146)/ADC/FIN/PLC/2016-17/2152-2229 Dated, Khumulwng, the 01/09/2018

To  
The Executive Officer(Admn.), TTAADC.  
The Principal Officer Education/Agri/Fishery/ARDD/Health/  
ICAT/TW/Ind./Forest/Social /Health/Co-op/  
The Secretary Dist. Council, TTAADC, Khumulwng.  
The Chief Engineer, PWD, TTAADC.  
The Executive Engineer, West/South/North/Dhalai/Khowai, TTAADC.  
The Zonal Development Officer, West/South/North/Dhalai/Khowai, TTAADC.  
All Inspector of School( ), TTAADC.  
All CDPOs, ( ), TTAADC  
Assistant Director, (West/South/North/Dhalai, TTAADC  
All SA( )/SH( ), TTAADC.  
All SF( ), TTAADC.

Subject :- Submission of list of employees to be retired during the 2018-19 and 2019-2020.

Sir,

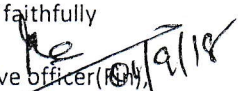
With reference to subject cited above, I am directed to request you to kindly arrange to furnish the list of (ADC Own) employees who will retire from service on superannuation during the year 2018-19 and 2019-20 (From 1-04-2018 to 31-3-2020) for calculation of actual requirement of fund i.e. leave salary, Gratuity, Pension commutation etc. as per format appended below :-

SL.NO.	Name of employees	Designation	Group.	Basic pay.	Grade Pay	Date of retirement.	Remarks.
1.	2.	3.	4.	5.	6	7	8

In view of the above, I would request you to kindly arrange to furnish the list of employees as format within 7/9/2018 positively through Email [ID-eofinttaadc@gmail.com](mailto:ID-eofinttaadc@gmail.com)/by Fax 0381-253-0048/Special Messenger.

The matter may kindly be treated as **"MOST URGENT"**

Yours faithfully

  
Executive officer (Admn.)  
TTAADC, Khumulwng.

Copy to :-

- 1). The PS to the Hon,ble Chief Executive Officer, TTAADC for kind information of the Hon,ble CEM, TTAADC.
- 2). The PS to the Chief Executive Officer, TTAADC for kind information of the CEO, TTAADC.
- 3). The PS to the Addl. Chief Executive Officer, TTAADC, Khumulwng for kind information.
- 4). The PS to the Dy. Chief Executive Officer, TTAADC for kind information.

  
Executive Officer (Fin.),