

Date: 11/11/2019

**INDIA TRADE PROMOTION ORGANISATION**

**(FINANCE & ACCOUNTS DIVISION)  
PENSION UNIT**

**CIRCULAR**

All the members of India Trade Promotion Organisation Employee's Defined Contribution Superannuation Trust may contact Pension Unit, Finance Division within one month prior to their due date of retirement in order to fulfil the necessary formalities of filling the NPS Exit forms and submission of other documents in order to initiate the pension annuity without delays.

Further, retiring employees are advised not to contact any unauthorised agents/persons in this respect.

Members are requested to contact following officials for assistance/queries in respect of pension matters.

1. Sh. A.R Verma- Manager – Extn No 226
2. Sh. Yogesh Sahu- Assistant



**(R.K Thakur)  
Dy.General Manager**

**Copy to:**

**PS to CMD**

**PS to E D**

**PS to GM(Admn)**

**PS to FA & CAO**

**Notice Board**