



# **P.G.D.A.V. College**

**University of Delhi**

Nehru Nagar, Ring Road, New Delhi – 110065

**Website:** <http://pgdavcollege.in>

**Email:** [pgdavcollege.edu@gmail.com](mailto:pgdavcollege.edu@gmail.com)

**Supporting document**

for

**Annual Quality Assurance Report, 2022-23**

**Criterion 6- Governance, Leadership and Management**

**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**

**Group Insurance Scheme**

o/e

DAV-3270/2022  
18.10.2022

Post 1254

The Manager  
LIC of India 7<sup>th</sup> Floor  
25, Kasturba Gandhi Marg,  
New Delhi-110001

Sub : New saving Linked Group Insurance Scheme "Non-Profit" Sharing Plan Master  
Policy No. GSLI/331242.

Dear Sir/ Madam,

I am enclosing herewith two copies of the list of the employees of this College who are  
members of the said scheme.

Necessary deduction has been made from their salaries payable to them from the  
month of September 2022 on the revised rates and the same will be sent to you.

Thanking you,

Yours Sincerely,

Krishna Sharma  
(Prof. Krishna Sharma)  
Principal

Encl. As above

Copy to:

1. Sr. Assistant, Account Section

Recd.  
CP

Category - A

P.G.D.A.V. COLLEGE

S.No.	Name	Father/Husband Name	Designation	Date of Birth	Status	Date of Appoint.	Date of Retirement	Permanent Address	Remarks
1	Prof. Krishna Sharma	Sh. Sukhram Sharma	Principal	02.04.1960	Pmt.	02.08.1996	30.04.2025	Sunshine Helio, F Block, 2001, Sector-78, Noida	
2	Dr. (Ms.) Chander Kanta Gupta	Sh. Anil K. Gupta	Associate Prof.	23.03.1961	Pmt.	03.09.1982	31.03.2026	258 SFS, DDA Flats, Mukerjee Appts. EastMukerjee Nagar, New Delhi-110009	
3	Prof. Ashwani Mahajan	Sh. Harbans Lal	Professor	02.06.1959	Pmt.	25.10.1983	30.06.2024	M-451, Guru Harikrishan Nagar, N.D.-87	
4	Dr. (Ms.) Sarita Bansal	Sh. S.K. Bansal	Associate Prof.	12.12.1961	Pmt.	22.08.1988	31.12.2026	86/10 Onkar Nagar B, Tri Nagar, Delhi-110035	
5	Ms. Sarbani Kumar	Sh. B. K. Ghosh	Associate Prof.	16.08.1962	Pmt.	31.07.1989	31.08.2027	Pkt-C-1-D, Gangotri Encl, Alkanda, N.D.	
6	Dr. (Ms.) Veena	Lt. Sh. Manoj Kr. Gulati	Associate Prof.	09.06.1959	Pmt.	26.09.1984	30.06.2024	C-102, GF, Ashok Enclave, Part-II, Sect-37, Faridabad	
7	Dr. (Ms.) Ritu Jain	Sh. V.K. Jain	Associate Prof.	30.10.1962	Pmt.	22.09.1987	31.10.2027	57, Meerabai Polytechnic, Campus Faridabad	
8	Sh. Surender Kumar	Sh. Rameshwar Dayal	Associate Prof.	02.03.1961	Pmt.	20.11.1984	31.03.2026	A-402, Anant Appts, Plot No-25A, Sec-4, Delhi	
9	Ms. Jasvinder Goswami	Sh. Kartar Singh	Associate Prof.	25.09.1964	Pmt.	09.08.1990	30.09.2029	17-A, University Road, Hindu College, Delhi	
10	Dr. Inderjeet Arora	Sh. G.L. Arora	Associate Prof.	15.02.1961	Pmt.	08.08.1990	28.02.2026	98, Sharda Niketan, Pitampura, Delhi-34	
11	Ms. Renu Kapoor	Sh. Harsh V. Verma	Associate Prof.	20.12.1965	Pmt.	16.10.1990	31.12.2030	53, Samrat Enclave, Pitampura, Delhi-34	
12	Ms. Payal Malik	Sh. S.C. Malik	Associate Prof.	05.01.1967	Pmt.	27.08.1990	31.01.2032	A-704, Sukhsagar Appts, 52 I.P. Extn. N.D.	
13	Ms. Anu Kapoor	Sh. Sanjay Kapoor	Associate Prof.	30.04.1965	Pmt.	27.07.1995	30.04.2030	B-108, Sector-30, Noida	
14	Dr. (Ms.) Anuradha Gupta	Sh. V.K. Gupta	Associate Prof.	09.05.1970	Pmt.	17.07.1995	31.05.2035	C-131, Vivek Vihar, Delhi-95	
15	Ms. Seema Aggarwal	Sh. Suresh Aggarwal	Associate Prof.	16.02.1966	Pmt.	17.07.1995	28.02.2031	C-4/706, PWO Housing Complex, Sector-43, Gurgaon-122002	
16	Dr. (Ms) Aparna Pandey	Sh. H.C. Joshi	Associate Prof.	19.09.1970	Pmt.	05.04.1995	30.09.2035	B-5, Dronacharya Appts, Mayur Vihar Extn.	
17	Dr. (Ms) Mini	Sh. Brij Bhushan	Associate Prof.	30.06.1965	Pmt.	28.04.1995	30.06.2030	A-321, Surya Nagar, Ghaziabad	
18	Ms. Arti Mathur	Sh. B.N. Mathur	Associate Prof.	09.06.1970	Pmt.	16.07.1996	30.06.2035	B-157, Shivalik, N. Delhi-17	
19	Dr. Shuchi Pahuja	Sh. S.R. Mahajan	Associate Prof.	05.10.1970	Pmt.	05.08.1996	31.10.2035	A-50, Parawana Appts, Mayur Vihar, Phase-I, ND-110091	
20	Dr. Geeta Aggarwal	Sh. Satpal Gupta	Associate Prof.	21.09.1967	Pmt.	16.10.1996	30.09.2032	3,S15 Flats, Mukherjee Nagar, delhi-9	
21	Ms. Savitri Rawat	Sh. Mahipal S. Rawat	Associate Prof.	17.09.1966	Pmt.	11.08.1997	30.09.2031	C-32, Indra Prastha Appts, I.P. Extn. Delhi-11092	
22	Ms. Jyoti Kathpalia	Sh. Satish Chandra	Associate Prof.	12.11.1971	Pmt.	01.09.1997	30.11.2036	S 498, Greater Kailash, New Delhi-57	
23	Dr. (Ms) Arpita Aggarwal	Sh. Vidhu Aggarwal	Associate Prof.	28.04.1969	Pmt.	07.08.1998	30.04.2034	H.No. 639, Sector-28, Faridabad, Haryana	

Dr. Krishna Sharma  
Principal / Prof. Krishna Sharma

P.G.D.A.V. College  
(University of Delhi)  
Sector-8, Nehru Nagar  
New Delhi-110065

1/1/2024

Sl. No.	Name	Address	Remarks
47	Dr. Arun Kr. Kaushal	Sh. Arun Kr. Kaushal	
48	Dr. Kapil Dev Pr. Nishad	Late Sh. Ram Raj	
49	Dr. Vishal Chaudhary	Sh. A.S. Choudhary	
50	Dr. Bhanu Ram	Sh. Bhanu Ram	
51	Ms. Rimpri Kaushal		
52	Sh. Varun Gautam	Sh. Gopal Krishan Gautam	

Sl. No.	Name	Address	Remarks
24	Dr. Urvasi Sabu	Sh. Ranjan Sabu	
25	Ms. Nancy Kherra	Sh. D.B. Kherra	
26	Dr. Rajni Jagota	Sh. Ashwani Jagota	
27	Dr.(Ms)Sushma Choudhary	Sh. Ramesh Jhakar	
28	Dr. Manoj Kumar Kain	Sh. Gurdqyal Singh	
29	Dr.(Ms) Ravish Sharma	Sh. Sanjay Sharma	
30	Dr.(Ms) Pratibha Agarwal	Sh. R.R. Garg	
31	Dr. Arun Kumar Mishra	Sh. K. Mishra	
32	Prof. Gopal Datt	Sh. Ganga Datt	
33	Ms. Varuna Pande	Sh. H. C. Joshi	
34	Dr. Sonia Sabharwal	Sh. K.L. Juneja	
35	Dr. Rakesh Kumar	Sh. Shyam Lal	
36	Dr. Surender Singh	Sh. Randhir Singh	
37	Dr. Pinki Punia	Sh. Rameshwar Punia	
38	Dr. Perveen	Sh. Raj Mal	
39	Dr. Mithlesh Kr. Jha	Sh. Parmeshwar Kha	
40	Ms. Neetu Jain	Sh. Amit Kr. Jain	
41	Dr. Dilip Kumar Jha	Sh. Inder Mani Jha	
42	Dr. Giridhar Gopal Sharma.	Sh. Ram Kishor Sharma	
43	Dr. Mukesh Kr. Baira	Sh. B.D. Baira	
44	Ms. Uma Gupta	Sh. R.C. Gupta	
45	Dr.(Ms) Vandana Agrawal	Sh. Alok Aggarwal	
46	Dr. Indrani Chowdhury	Sh. Prabir Chowdhary	

1. Dr. Arun Kr. Kaushal (Retired) / P.G.D.A.V. College  
 2. Dr. Kapil Dev Pr. Nishad (Retired) / P.G.D.A.V. College  
 3. Dr. Vishal Chaudhary (Retired) / P.G.D.A.V. College  
 4. Dr. Bhanu Ram (Retired) / P.G.D.A.V. College  
 5. Ms. Rimpri Kaushal (Retired) / P.G.D.A.V. College  
 6. Sh. Varun Gautam (Retired) / P.G.D.A.V. College

S.No.	Name	Father/Husband Name	Designation	Date of Birth	Status	Date of Appoint.	Date of Retirement	Permanent Address
47	Dr. Abhay Prasad Singh	Lt. Sh. Ghanashyam Singh	Associate Prof.	02.03.1970	Pmt.	17.07.2006	31.03.2035	641, Sheesh Mahal Apts. DA Block Shalimar, Delhi-88
48	Dr. Banna Ram Meena	Sh. Kalu Ram meena	Associate Prof.	02.01.1981	Pmt.	17.07.2006	31.01.2046	588 Pocket A, Sarita Vihar, N.D.-110077
49	Dr. Vishal Chauhan	Sh. K.S. Chouhan	Associate Prof.	14.06.1977	Pmt.	17.07.2006	30.06.2042	H.No.-119, Sarita Vihar, New Delhi-110076
50	Dr. Kapil Dev Pd. Nishad	Late Sh. Ram Raj	Associate Prof.	10.10.1971	Pmt.	22.07.2006	31.10.2036	H.No.-100, G.F, Pocket-9, Sector-9, Rohini, N.D.-110086
51	Ms. Rimpy Kaushal	Sh. Arun K. Kaushal	Associate Prof.	19.11.1980	Pmt.	17.07.2006	30.11.2045	H.No. A-74 Sector-100, Noida, Gautam Buddha Nagar, UP-201304 Changed on 20.01.2021
52	Sh. Varun Gautam	Sh. Gopal Krishan Gautam	Associate Prof.	20.12.1981	Pmt.	11.04.2008	31.12.2046	88/10, Joshian Street, Kurushetra
53	Dr. Chhetan Chhoideb	Sh. Dai Nand	Assistant Prof.	01.02.1976	Pmt.	16.07.2008	28.02.2041	Flat no. 48, E, Block-8, Pocket 10B, Jasola, N.D.-110025
54	Sh. Sanjay Kumar Singh	Sh. Madan Bihari Singh	Associate Prof.	03.02.1969	Pmt.	16.07.2008	28.02.2034	123 B, First Floor, Pocket-12, DDA UG Flats, Jasola Vihar, N.D.-110025
55	Dr. Shamsheer Singh	Sh. Tek Chand	Associate Prof.	13.08.1977	Pmt.	16.07.2008	31.08.2042	H.No. 500, First Floor, Pocket C-8, Sector-8, Rohini, N.D.-110085
56	Dr. Phool Chand	Sh. Ram Chander	Associate Prof.	20.08.1983	Pmt.	16.07.2008	31.08.2048	H.N.-339, II Floor, Pocket 9, Sect-21, Rohini, ND-110086
57	Prof. Manoj Kr. Sinha	Sh. Ram Sharan Prasad	Professor	15.02.1976	Pmt.	16.07.2008	28.02.2041	B-72, DDA MIG Flats kalyan Vihar New Delhi-110009
58	Ms. Renu Jonwall	Sh. Babu Ram Jonwal	Assistant Prof.	25.12.1979	Pmt.	16.07.2008	31.12.2044	F-149, lane-5, Pandav Nagar New Delhi-110091
59	Dr. Darvinder Kumar	Sh. Karam Chand	Assistant Prof.	17.05.1977	Pmt.	19.08.2008	31.05.2042	1/22, 3rd floor Nehru Nagar New Delhi-110065
60	Dr. Shashi Nanda	Sh. Sanjay Nanda	Assistant Prof.	18.12.1974	Pmt.	16.07.2008	31.12.2039	A-1/602, Purvanchal Royal Park Sec-137 Noida UP
61	Dr. Geeta Kalucha	Sh. Vineet Kalucha	Assistant Prof.	26.04.1973	Pmt.	16.07.2008	30.04.2038	C-41, Sector-41, Noida
62	Dr. Duryodhan Nahak	Sh. Nityanand Nahak	Assistant Prof.	25.07.1977	Pmt.	16.07.2008	31.07.2042	92 B/5, Room No.26 Ground Floor Munirka New Delhi-110067
63	Dr. Veenu Bhasin	Sh. Munshi Bhasin	Assistant Prof.	23.07.1973	Pmt.	18.07.2008	31.07.2038	O-3, Block-O, Prasad Nagar (Phase-II) MIG Flats, New Delhi-110005
64	Ms. Garima Gaur	Sh. G.K. Gaur	Librarian	05.08.1982	Pmt.	16.07.2008	31.08.2047	D-918,S,G Home sec-3 Vasundhara UP

S.No.	Name	Father/Husband Name	Designation	Date of Birth	Status	Date of Appoint.	Date of Retirement	Permanent Address
25	Ms. Nancy Kherra	Sh. D.B. Kherra	Associate Prof.	02.08.1971	Pmt.	16.07.2008	31.08.2047	Sh. Rajni Jagota
26	Dr. (Ms) Sushma Choudhary	Sh. Ashwani Jagota	Associate Prof.	02.08.1971	Pmt.	16.07.2008	31.08.2047	Sh. Ramesh Jhakar
27	Dr. (Ms) Sushma Choudhary	Sh. Ramesh Jhakar	Associate Prof.	02.08.1971	Pmt.	16.07.2008	31.08.2047	Sh. Gurdipal Singh
28	Dr. Manoj Kumar Kain	Sh. Gurdipal Singh	Associate Prof.	02.08.1971	Pmt.	16.07.2008	31.08.2047	Sh. Sanjay Sharma
29	Dr. (Ms) Ravish Sharma	Sh. Sanjay Sharma	Associate Prof.	02.08.1971	Pmt.	16.07.2008	31.08.2047	Sh. Sanjay Sharma

**Krishna Sharma**

प्रो. कृष्णा शर्मा / Prof. Krishna Sharma  
 प्रिंसिपल / Principal  
 श्री जी डी टी सी, गंगाविद्यालय / P.G.D.A.V. College  
 (दिल्ली विश्वविद्यालय) / (University of Delhi)  
 बरकत नगर / Nandru Nagar  
 नई दिल्ली-110005 / New Delhi-110005

14/10/21

## Category - B

S.No	Name	Father/Husband Name	Designation	Date of Birth	Stat.	Date of Appoint.	Date of Retirement	Permanent Address	Remarks
1	Sh. Rajesh Kr. Khanna	Sh. M.R. Khanna	S.T. A.	17.06.1974	Pmt.	01.01.1997	30.06.2034	H/20, Anva Samal Road, Urtam Nagar, New Delhi.	
2	Sh. Ramesh Chandra	Sh. Bhawani Duit	Senior Assistant	31.05.1968	Pmt.	23.10.1989	31.05.2028	E-88, Gali no-3 East Vinod Nagar-110091	
3	Ms. Sonia Nair	Sh. Madan Lal	Senior Assistant	24.02.1973	Pmt.	01.09.1994	28.02.2033	Arhant Arden, M-1902, Tower No.-M, GH07A, Sector-1, Greater Noida West, Uttar Pradesh	

P.G.D.A.V. College, New Delhi-65

## Category - C

P.G.D.A.V. College, New Delhi-65

S.No	Name	Father/Husband Name	Designation	Date of Birth	Stat.	Date of Appoint.	Date of Retirement	Permanent Address	Remarks
1	Ms. Anuradha	Sh. A.K. Sharma	Assistant	15.04.1969	Pmt.	09.03.1992	30.04.2029	624, Sector-28, Noida (U.P.)	
2	Ms. Romila Sharma	Sh. R.L. Sharma	Assistant	15.02.1963	Pmt.	29.12.1993	28.02.2023	363-C-18K Pocket Dilshad Garden Delhi-110095	She will be retire on 28.02.2023
3	Ms. Kavita Bhatia	Sh. Rakesh Bhatia	Assistant	23.08.1971	Pmt.	01.09.1994	31.08.2031	6-B Gopal Park, Krishna Nagar,	
4	Sh. Davinder Kumar	Sh. Mahi Pal Singh	Lab. Assistant	19.03.1968	Pmt.	12.10.1990	31.03.2028	B-257, Budh Nagar, Inderpuri,	
5	Sh. Mahender Jangid	Sh. J.P. Jangid	Library Assistant	05.05.1965	Pmt.	07.09.1988	31.05.2025	H.No-342 B-C Gali No-24 Sai Kunj Phase-III Gurgaon	
6	Sh. Vijender Sharma	Sh. Hari Prakash	Library Assistant	13.07.1967	Pmt.	16.10.1990	31.07.2027	H-3/116, Vikas Puri, New Delhi-110018	
7	Sh. Manoj Kumar	Sh. Phaguni Ram	Library Assistant	15.08.1971	Pmt.	20.02.1996	31.08.2031	MIG Flat No-457 Phase-2 Pkt-B Sec-13 Dwarka New Delhi-53	
8	Sh. Bhawani Ram	Lt. Sh. Dani Ram	JACT	02.02.1972	Pmt.	02.07.1996	29.02.2032	H.No-28 Behind P.G.D.A.V. College, New Delhi-65	
9	Sh. Narendra Kumar	Sh. Rohitash Kumar	JACT	04.04.1981	Pmt.	04.12.2006	30.04.2041	H.No-105, V.P.O. Begampur, Near Rohini, Sec-22, Delhi-86	
10	Sh. Salik Ram Joshi	Sh. Hom Bahadur	Chowkidar	08.10.1962	Pmt.	03.08.1989	31.10.2022	H-16 Behind P.G.D.A.V. College, New Delhi-65	He will retire on 31.10.2022
11	Sh. Ram Prasad	Sh. Nathu Ram	MTS	12.12.1967	Pmt.	12.10.1990	31.12.2027	H. NO-6 Behind P.G.D.A.V. College, New Delhi-65	He will retire on 31.12.2022
12	Sh. Naresh Rana	Sh. Nawal Singh	MTS	01.01.1963	Pmt.	26.04.1985	31.12.2022	Vill Nand Pur P.O Duiana Distt. Hapur	
13	Sh. Rajesh Kumar Rana	Sh. Rattan Chand Rana	MTS	26.12.1973	Pmt.	26.10.1994	31.12.2033	H. NO-3 Behind P.G.D.A.V. College, New Delhi-65	
14	Sh. Pramod Kr. Tripathi	Sh. Chandar Mohan	MTS	01.03.1969	Pmt.	28.07.2001	28.02.2029	J-60, Kartar Nagar, Usman Pur, Delhi -110053	
15	Sh. Girish Ram	Sh. Dani Ram	MTS	25.02.1987	Pmt.	01.12.2006	28.02.2047	H. NO-1 Behind P.G.D.A.V. College, New Delhi-65	
16	Sh. Manoj Kumar Maurya	Sh. Ram Saran	MTS	25.06.1982	Pmt.	01.12.2006	30.06.2042	H. NO-2 Behind P.G.D.A.V. College, New Delhi-65	
17	Sh. Shiv Kumar Maurya	Sh. Maharaj	MTS	13.09.1973	Pmt.	01.12.2006	30.09.2033	J-2B/16/4, Sangam Vihar	
18	Sh. Resham Bahadur	Sh. Dil Bahadur	MTS	29.12.1983	Pmt.	03.02.2009	31.12.2043	H. NO-06 Behind P.G.D.A.V. College, New Delhi-65	
19	Sh. Sambhu Saran	Sh. Ram Suchit	MTS-Mali	05.06.1966	Pmt.	01.12.2006	30.06.2026	14, T-Huts, Nehru Nagar, Near-Vimhansh Hospital, New Delhi-65	
20	Sh. Shiv Saran Maurya	Sh. Mathura Prasad	MTS (Mail)	14.05.1979	Pmt.	03.02.2009	31.05.2039	B-474, Gokulpuri, Delhi-110094	
21	Sh. Shankar Lal	Sh. Kalooit Ram	MTS (Safai-Karamchari)	01.05.1970	Pmt.	18.12.1996	30.04.2030	H. NO-23 Behind P.G.D.A.V. College, New Delhi-65	

Krishna Sharma

Pr. Krishna Sharma / Prof. Krishna Sharma

Principals

P.G.D.A.V. College

(University of Delhi)

New Delhi-110065

New Delhi-110065

New Delhi-110065

New Delhi-110065

New Delhi-110065



पी.जी.डी.ए.वी. महाविद्यालय  
(दिल्ली विश्वविद्यालय)  
**P.G.D.A.V. COLLEGE**  
(UNIVERSITY OF DELHI)

Nehru Nagar, Ring Road, New Delhi-110 065, (India)  
Tel : +91-11-29832092,  
E-mail : pgdavcollege.edu@gmail.com  
Website : www.pgdavcollege.edu.in



Dated.....07.11.2022

Ref. No. D.A.V. 2022/3300

The Manager,  
LIC of India II Floor,  
25, Kasturba Gandhi Marg,  
New Delhi-110001

Subject: Claiming the benefit payable under Group Insurance Saving linked Insurance Scheme under master policy no. GSLI 331242 of Sh. Salik Ram Joshi

Dear Sir/Madam,

I am sending herewith the claim forms in duplicate in respect of Sh. Salik Ram Joshi, Chowkidar in the College who has retired on superannuation at the age of 60 years from his post on 31.10.2022.

Please settle his claim and transfer the amount to NEFT/RTGS at the earliest.

Thanking you,

Yours sincerely,

Krishna Sharma

(Prof. Krishna Sharma)

Principal  
प्रो. कृष्णा शर्मा / Prof. Krishna Sharma

प्राचार्या / Principal

पी.जी.डी.ए.वी. महाविद्यालय / P.G.D.A.V. College  
(दिल्ली विश्वविद्यालय) / (University of Delhi)

Encl: as above  
नेहरू नगर / Nehru Nagar  
नई दिल्ली-110065 / New Delhi-110065

etc

DAV.2022/3327  
14.11.2022

The Manager,  
LIC of India, VI Floor,  
25, Kasturba Gandhi Marg,  
New Delhi-110001

Subject: Claiming the benefit payable under Group Insurance Saving link Insurance Schemes under Master Policy no. GSLI 331242

Dear Sir/ Madam,

I am sending herewith the claim forms in duplicate in respect of Dr. Vandana Agrawal, Associate Professor in the Department of English in this college, who has retired on superannuation at the age of 65 years from her post on 31.10.2022.

Please settle her claim and transfer the amount through NEFT/RTGS at the earliest.

Thanking you,

Yours sincerely,

Krishna Shirma  
(Prof. Krishna Shirma)

Principal

Pitish



By Hand

OK

By Hand  
12.12.2022

03.01.2023

The Manager,  
LIC of India II Floor,  
25, Kasturba Gandhi Marg,  
New Delhi-110001

Subject: Claiming the benefit payable under Group Insurance Saving linked Insurance Scheme under master policy no. GSU 331242 of Sh. Naresh Rana

Dear Sir/Madam,

I am sending herewith the claim forms in duplicate in respect of Sh. Naresh Rana, MTS in the College who has retired on superannuation at the age of 60 years from his post on 31.12.2022.

Please settle his claim and transfer the amount to NEFT/RTGS at the earliest.

Thanking you,

Yours sincerely,

Krishna Sharma  
(Prof. Krishna Sharma)  
Principal

Pitch

Encl: as above

15.8.59

3757

d/c

DAV-3757/2023  
24.03.2023

The Manager,  
LIC of India II Floor,  
25, Kasturba Gandhi Marg,  
New Delhi-110001

Subject: Claiming the benefit payable under Group Insurance Saving linked Insurance Scheme under master policy no. GSLI 331242 of Ms. Romila Sharma

Dear Sir/Madam,

I am sending herewith the claim forms in duplicate in respect of Ms. Romila Sharma, Assistant in the College who has retired on superannuation at the age of 60 years from her post on 28.02.2023.

Please settle her claim and transfer the amount to NEFT/RTGS at the earliest.

Thanking you,

Yours sincerely,

*Krishna Sharma*

(Prof. Krishna Sharma)

Principal

*Ritesh*

Encl: as above