

THE UNIVERSITY OF BURDWAN

Memorandum

In pursuance of a requisition received from the Higher Education Department (HED), Government of West Bengal, all serving employees (Teaching, Officer, and Non-Teaching) as well as pensioners/family pensioners of the University of Burdwan are hereby requested to provide relevant information regarding their physically challenged offspring (dependent children with benchmark disabilities).

The collected data is required for consolidation and onward transmission to the Higher Education Department, Government of West Bengal, for official records and applicable statutory/administrative welfare considerations.

Employees and pensioners concerned are requested to submit the requisite particulars along with supporting documents (self-attested copies of the valid Disability Certificate issued by the competent medical authority, relationship proof, and date of birth proof) as per the enclosed proforma to the Office of the Finance Officer / Pension & Pay Cell on or before 31.10.2026, during office hours.

Finance Officer, The University of Burdwan