**The Treasury Officer**

 **Alipore Treasury I**

**Alipore, Kolkata 700 026**

Sir,

This is for your kind information that \* of Dinbandhu Andrews College is due to retire on \* after attaining the age of superannuation of 60 years.

The said ­­­­­­­­­­­­­­­­­­­­­­­­­­­\* has applied for final withdrawal of the admissible amount from the accumulated Provident Fund to his credit.

Under the circumstances, I request you to kindly issue a cheque for Rs. \* (Rupees \* of following particulars in favour of \* :

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| --- | --- | --- |
| **Name of the Employee/Subscriber** | **Cheque No. & Date** | **Amount (Rs)** |
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Thanking you

**Principal**

**Dinabandhu Andrews College Date \_\_\_\_\_\_\_\_\_\_**