

To
The (Head of Office),
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Sub : Application for Part Salary / Remuneration for the month of December, 2016

Sir,

In terms of G.O. No. 5970-F(Y) Dated 21.11.2016 issued by the Finance Department, Audit Branch, Government of West Bengal, I may be granted Part Salary of Rs. 5,000/- (Rupees five thousand) in cash only from the salary for the month of December, 2016. My Basic and Grade Pay are given below –

Basic Pay - Rs. Grade Pay - Rs.

The part salary is to be adjusted against my total salary due for the month of December, 2016.

Signature of the employees

Name of the employee :

Employee Code / Unique Code :

Designation

Dated,

The, 2016