

**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 * :

Name of the Employee/Subscriber	Cheque No. & Date	Amount (Rs)

Thanking you

**Principal
Dinabandhu Andrews College**

Date _____