



Vivekananda College, Thakurpukur

To,

The Principal

Vivekananda College, Thakurpukur

Kolkata-700063

Sub.: Withdrawal of admissible accumulated sum of money in PF A/C of _____

Ref.: Retirement of _____ due on _____ (A/N)

Sir,

This is for your kind information that I am due to retire on _____ (A/N) under normal circumstances. May I request you under the circumstances to kindly do the needful; so that I may get the admissible accumulated sum of money in my PF A/C at the earliest.

Thanking you

Yours sincerely

(Signature)

Name of the Employee: _____

For Office Use

Accumulated Amount as on _____ with / without interest of FY _____	
Accrued Interest for the FY _____ (Received / Yet to be received)	
Contribution during the FY _____ (Admissible / Not Admissible)	
Admissible amount as on _____	

Date: _____

Accountant

Bursar

Principal

269, DIAMOND HARBOUR ROAD, KOLKATA-700063

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