

**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 \* :

<b>Name of the Employee/Subscriber</b>	<b>Cheque No. &amp; Date</b>	<b>Amount (Rs)</b>

Thanking you

**Principal  
Dinabandhu Andrews College**

**Date \_\_\_\_\_**