

From

To

The Accountant General
O/o A.G (A & E)
VIJAYAWADA-520 002.

Rc.No. _____ Dated: _____.

Sir,

SUB:Education – Pri. Education- M.P: _____ Dist.

SRI/SMT. _____

Submitting Revised Pensionery Benefit Proposals - Request – Regarding.

Ref: 1) _____

2) Proc. Rc.No. _____

3) _____

4) Application of the Individual with P.P.O.No. _____

5) Other Connected Papers.

X-X-X-X-X-X

I am herewith submitting the Revised Pensionery Benefit Proposals in respect of
Sri/Smt. _____

_____ MANDAL of
_____ District due to Sanction of _____

_____ vide references cited above 2nd & 3rd.

I request that necessary Authorisation for payment of Revised Pensionery Benefits in respect of above incumbent may issue at an early date.

Thanking You Sir,

Enclosures:

Yours faithfully,

1. Revised Pensions Sets – 3 Copies.
With Service Register.
2. Proceddings Copy
3. PPO DUPLICATE COPIES.
4. Other Connected Papers.