

To
The Accounts Officer,
Saha Institute of Nuclear Physics,
I/AF,Bidhannagar,Calcutta - 700,064

Dear Sir,

I would request you to sanction the Festival Advance of Rs.3,000.00 (Rupees three thousand) only redeemable in 10 (ten) instalments of Rs.300.00 (Rupees three hundred) only each for meeting the Puja expenses.

*A surety bond duly filled in and signed is required only in case of temporary employees.

Yours faithfully,

(Signature)

Dated, Calcutta

NAME IN FULL : _____

The _____

DIVISION : _____

ID NO : _____