

To
The General Manager(HR&A) &
Chairman, RPHD Committee,
W. B. State Electricity Dist. Co. Ltd.,
Bidyut Bhavan(7th floor),
Block-DJ, Sector-II,
Bidhannagar, Kolkata-700 091.

Sub: Prayer for settlement of Pension/Family Pension/Gratuity/
CPF/GPF accumulation etc.

1. Name of the applicant. :
(Retired/Superannuated/Family Pensioner/
Family Member of deceased employee)
2. If Family Pensioner, name of the :
deceased employee
3. Designation with place of posting :
at the time of retirement/release and/or
death
4. Employee Code No. :
5. Date of retirement/Release and/or death :
6. Present address for communication :
7. Telephone No. of the applicant, if any :
8. Whether P.P.O. No./Family Pension Order
No. issued :
a) If yes, specify the number :
9. Specific grievance, if any :
10. Relevant supporting documents, if any :
11. Other information, if any, applicant :
desires to narrate relating to the issue

Date:

Signature/thumb impression of Applicant
(Name in Block Letters)

Place: