

Visakhapatnam

Date :

To

The I/c., Finance-Pay Section
RINL, VSP.

Through : ZPE

Dear Sir,

Sub: Unconditional authorization to recover/adjust the Gratuity Amount
Towards outstanding loans / advances.

Consequent on my separation from the services of RINL, VSP, for the reasons of Superannuation/Resignation/Removal/Dismissal/Medical Unfitness, I, hereby give unconditional and irrevocable authorization to RINL, VSP, to recover/adjust the outstanding loans/advances/dues, if any, from the amounts payable to me by RINL, VSP.

Thanking you,

Yours faithfully,

(Signature of the Employee)

Name :

Design :

Emp.No.

Deptt. :

Address :