

Format of Representation by the Eligible Staff / Legal heir of deceased employee

From:
Name: _____
Employee Code No: _____
Provident Fund Account No: _____
Address: _____

E-mail: _____
Contact No: _____
Date: _____

To,
The General Manager,
Baroda Gujarat Gramin Bank,
Head Office, 3RD & 4TH Floor,
Suraj Plaza – I, Sayajiganj,
VADODARA – 390005

Dear Sir,

Sub : Request for release of Computer Increment Benefit.

I am an ex-employee / legal heir of the deceased employee of the _____ Bank, humbly submit this representation for your kind consideration. I / _____ (Deceased Employee Name) have seized from the service of the _____ Bank on _____ by Resignation / Compulsory Retirement / Voluntary Retirement / termination / dismissal / death (strike of which is not applicable). I would like to bring to your attention that I am eligible / entitled for the computer increment benefit as my name/_____ (Deceased Employee Name) was on the bank payroll as of 01-11-1993, as per the applicable rules and regulations.

In view of my eligibility / my entitlement being legal heir of Late Mr./Mrs./Ms. _____, I kindly request you to make the necessary arrangements for the release of the computer increment due to me. Below are my bank account details for the disbursement of the benefit.

- 1) Account holder Name: _____
- 2) Bank Name: _____
- 3) Branch Name: _____
- 4) Account Number: _____ (Self-attested Copy of Passbook enclosed)
- 5) IFSC Code: _____
- 6) Aadhar No: _____ (Copy enclosed)
- 7) PAN Number: _____ (Copy enclosed)
- 8) Affidavit / Undertaking of Legal heir (*only in case of application by legal heir/heirs*)
- 9) Death Certificate (*only in case of application by legal heir/heirs*)

I would be grateful if you could expedite the process of releasing the benefit. Thank you in anticipation of your co-operation.

Yours Sincerely,