



**Vivekananda College, Thakurpukur**

To,

**The Principal**

**Vivekananda College, Thakurpukur**

**Kolkata-700063**

**Sub.: Withdrawal of admissible accumulated sum of money in PF A/C of \_\_\_\_\_**

**Ref.: Retirement of \_\_\_\_\_ due on \_\_\_\_\_ (A/N)**

Sir,

This is for your kind information that I am due to retire on \_\_\_\_\_ (A/N) under normal circumstances. May I request you under the circumstances to kindly do the needful; so that I may get the admissible accumulated sum of money in my PF A/C at the earliest.

Thanking you

Yours sincerely

\_\_\_\_\_

(Signature)

Name of the Employee: \_\_\_\_\_

\_\_\_\_\_

**For Office Use**

Accumulated Amount as on _____ with / without interest of FY _____	
Accrued Interest for the FY _____ (Received / Yet to be received)	
Contribution during the FY _____ (Admissible / Not Admissible)	
Admissible amount as on _____	

Date: \_\_\_\_\_

Accountant

Bursar

Principal

269, DIAMOND HARBOUR ROAD, KOLKATA-700063

E-MAIL: [vivekanandacollege63@gmail.com](mailto:vivekanandacollege63@gmail.com), [vivekananda\\_college@vckolkata63.org](mailto:vivekananda_college@vckolkata63.org)