

Convener, PF Sub Committee  
To take N/A

Principal  
Dinabandhu Andrews College

The Principal  
Dinabandhu Andrews College  
P.O. Garia, Kolkata 700 084

*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

\_\_\_\_\_  
\_\_\_\_\_

Dinabandhu Andrews College

**For Office Work**

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 _____	

Convener  
PF Sub Committee

Bursar

Accountant

Principal

D I N A B A N D H U   A N D R E W S   C O L L E G E

PF(T) 15022016