

PROFORMA

(Reference Ministry of Finance, Department of Expenditure O.M.
No. 25(30)/E.Coord/2016 dated the 17th November, 2016)

With reference to the above mentioned Office Memorandum, I hereby give my option to **receive/not receive** (*strike out, which is not applicable*) part salary, in advance, amounting to Rs. 10,000/- (Rupees ten thousand) for the month of November 2016 in the form of cash.

Date :

Signature _____

Name _____

Designation _____

Ministry/Department/Office

To

Drawing & Disbursing Officer
Ministry/Department/Organisation