

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