

SOUTH CENTRAL RAILWAY

Headquarters Office
Personnel Branch
Secunderbad
Dated / /

No.P.721/Fun.Adv.

The Station Manager (Gaz)
Railway Station,
Secunderabad

Sub: Grant of Funeral Advance –Case of _____

* * *

Consequent upon the death of _____

Who has expired on _____

It is requested to pay the amount of Rs.15,000 (Rupees Fifteen Thousand only)

To Sri _____ Whose signature is appended below

And he will hand over the amount to the recipient.

An amount of Rs.15,000 (Rupees Fifteen Thousand only) has been sanctioned towards
funeral advance in favour of _____

Specimen Signature

Sri _____

For Chief Personnel Officer

C/-FA&CAO/SC

**APO/Bills
OS/SR**

The amount may be recovered from the settlement benefits of
the deceased employee

For Chief Personnel Officer

From:

To,

The Chief Personnel Officer,
South Central Railway
Secunderabad

(Through proper channel)

Sub:- Grant of funeral Advance of Sri _____

Provident Fund No. _____

* * *

I regret to inform you that my _____

_____ has expired on _____

I regret to inform you to grant an amount of Rs.15,000 (Rupees Fifteen Thousand only) as advance in order to meet immediate Funeral Expenses for which act of Kindness I shall be ever thankful to you.

I authorize the administration to recover the above advance amount from the settlement amounts due to be paid.

Thanking you sir,

Yours Faithfully

()

SOUTH CENTRAL RAILWAY

Office:

Date:

No.

Recommended and forwarded to CPO/SC for necessary action please.

Signature of Controlling Officer with
Designation Office Stamp

RECEIPT

Received an amount of Rs.15,000/- (Fifteen Thousand only) towards funeral advance from Railways administration which has been kindly sanctioned consequent upon the death of my

who expired on _____

I authorize the Railways administration to recover the amount of Rs.15,000 (Fifteen Thousand only) from the settlement benefits due to be paid.

Signature of

Paid in my presence

Signature :

Name :

Design :

Office :

RECEIPT

Received an amount of Rs.15,000/- (Fifteen Thousand only) towards funeral advance from Railways administration which has been kindly sanctioned consequent upon the death of my

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I authorize the Railways administration to recover the amount of Rs.15,000 (Fifteen Thousand only) from the settlement benefits due to be paid.

Signature of

Paid in my presence

Signature :

Name :

Design :

Office :