

To  
The General Manager (HR&A) &  
Chairman, RPHD Committee,  
W.B. State Electricity Dist. Co. Ltd.,  
Bidyut Bhawan (7<sup>th</sup> Floor),  
Block-DJ, Sector-II,  
Bidhannagar, Kolkata- 700 091.

Sub: Prayer for settlement of Pension/Family Pension/Gratuity/CPF/GPF accumulation etc.

1. Name of the applicant.  
(Retired/Superannuated/Family Pensioner/Family member of deceased employee) :
2. If Family Pensioner, name of the Deceased employee :
3. Designation with place of posting at the time of retirement/release and/or death :
4. Employee Code No. :
5. Date of retirement/Release and/or death :
6. Present address for communication :
7. Telephone No. of the applicant, if any :
8. Whether P.P.O No. / Family Pension Order No. issued :
  - a) If yes, specify the number :
9. Specific grievance, if any :
10. Relevant supporting documents, if any :
11. Other information, if any, applicant desires to narrate relating to the issue :

Date:

Place:

Signature/Thumb impression of applicant  
(Name in Block Letters)