



ODISHA GRAMYA BANK

Head Office: AT- Gandamunda, PO- Khandagiri, Bhubaneswar-751030
Tel - 0674-2353003 / 2353005, Fax - 0674-2353029, e-mail- hrd@odishabank.in

Format of Representation by the Eligible Staff/ Legal heir of deceased employee

Place:
Date:

From,
Name:
Roll No:
Address:
Contact No:

To,
The Chairman,
Odisha Gramya Bank,
Head Office, Gandamunda, Khandagiri, Bhubaneswar, 751030
Email: hrd@odishbank.in,

Dear Sir,

Sub: Request for release of Computer Increment Benefit.

I am an ex-employee/ legal heir of the deceased employee of the bank, humbly submit this representation for your kind consideration. I/ (Deceased Employee Name) have seized from the service of the bank on..... by resignation / Compulsory Retirement / Voluntary Retirement/termination/ dismissal/death (strike of which is not applicable). I would like to bring to your attention that I am eligible/ entitled for the computer increment benefit as my name/..... (Deceased Employee Name) was on the bank payroll as of 01-11-1993, as per the applicable rules and policies.

In view of my eligibility/ my entitlement being legal heir of late Sh./Ms....., I kindly request you to make the necessary arrangements for the release of the computer increment due to me. Below are my bank account details for the disbursement of the benefit. Self-attested Copy of the bank passbook is enclosed.

- 1) Account holder Name:
- 2) Bank Name:
- 3) Branch Name:
- 4) Account Number:
- 5) IFSC Code:
- 6) MICR Code (if applicable):
- 7) Aadhaar No:
- 8) PAN Number:
- 9) Affidavit/ Undertaking of Legal heir (only in case of application by legal heir/heirs)
- 10) Death Certificate (only in case of application by legal heir/heirs)

I would be grateful if you could expedite the process of releasing the benefit. Thank you in anticipation of your cooperation.

Yours Sincerely,

Signature
Mobile No: