

Office of the -----

From

To
The Treasury Officer,

Sir,

Sub :- Disbursement of Personal entitlements of employees through Bank -
Authorisation - reg

Ref : - G.O (P) No. 402/11/Fin dated 23/09/2011

As per the G.O.cited above, I hereby authorise the Bank Manager, -----
-----, ----- to encash and credit the proceeds of the bill of
-----, of this establishment, in accordance with the statement
shown below.

PEN	Name	Bank Code	Branch Code	Account No	Amount Payable	Bill code

Yours faithfully

Date : -----

