

TSRTC STAFF RETIREMENT BENEFIT SCHEME, HYDERABAD

Application for Settlement of Subscription in case of

VOLUNTARY RETIREMENT

Case No.: Date.:

Employee Mobile No

(Mandatory) *

--	--	--	--	--	--	--	--	--	--

To**The Secretary,
TSRTC Bus Bhavan,
HYDERABAD.**

// Through Unit Officer //

Sir,**SUB: Settlement of my subscription amount with SRBS- Reg.**

I, Staff No. State that I have VOL.Retd from service with effect from While working as in

I have decided not to revoke my Vol. Retirement.

I am a member of SRBS from and the last recovery was made in the month of and my date of appointment is

Now I request you kindly to settle my account and pay me the dues through an A/c. payee Cheque. Advance Stamp receipt is also enclosed as required by you.

Encl :

RESIDENTIAL ADDRESS:

Yours faithfully,

(SIGNATURE)

NAME:

STNO:

DESG:

UNIT:

WITNESS:

Signature

Name :

Staff No :

Designation :

(FOR OFFICE USE AT THE UNIT/DEPOT)**File No :****Date:**

Verified the Claim and forwarded for settlement as his Vol.Retirement was accepted.

The following forms are also enclosed to the claim.

He is SRBS Member from(Month/year)

1. Authorisation –cum- Nomination Form SRBS- 1.
2. Advance Stamp Receipt.
3. Notification.
4. Xerox copy of Bank Pass book 1st Page
(the account number should be legible)

Signature of the Unit Officer