Format of Representation for Computer Increment Benefit for Ex-employee

To,

Place:
Date:

The Chairman,
Karnataka Gramin Bank,
#32, Sanganakal Road,
Gandhinagar,
Ballari – 583103,
Karnataka

From, (Name, complete address with Pincode)
_____
_____
_____
_____

Dear Sir/Madam,

Sub: Request for release of Computer Increment Benefit.

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

In view of my eligibility/entitlement, I request you to make the necessary arrangements for the release of computer increment due. Below are my Bank account details for the disbursement of the benefit. Self-attested copy of the bank passbook is enclosed.

Ex-Employee/Deceased Employee details		**Account details**	
Staff No		Account Holder Name	
Staff Name		Account Number of our Bank	
Date of Appointment		IFS Code	
Proof of employment			
Joined as (cadre)			
Date of Exit			
Cadre during exit			
Type of exit (with proof)			
Name of the Bank at			

the time of exit			
Last drawn Basic			
Promotion details			
Aadhaar No (enclose a copy)			
PAN Number (enclose a copy)			
Contact No			
Email-id			
Any other relevant information			

(All fields are mandatory)

I agree that based on the information provided herewith, Bank may decide on the eligibility of Computer Increment and process the payment of arrears, if any.

I further confirm that, any other information/documents required by the Bank shall be promptly provided by me.

Yours Sincerely,

Signature
Name: