MEMORANDUM

SUB: Grant of Earned/Commuted Leave - regarding.

Sri/Smt/Kum ............................................... is sanctioned the following:

1. Certified that;
   He/She is permitted to avail general holidays.

2. He/She would have continued to officiate as ......................... but for his/her proceeding on the leave mentioned above.

3. He/She should report for duty on ........................................

4. He/She should hand over charge to Shri/Smt/Kum..................

5. He/She is permitted to avail LTC/HT for the Block year .............. during the above period from ......................

6. He/She is permitted to avail LTC/HT for the Block year .............. during the above period from ......................

To
Sri/Smt/Kum............................................
सं. केरेया/रारेबीसं./
NO:CSB/NSSO/

सेवा में TO

महोदय / Sir,

विषय :- वार्षिक वेतन वृद्धि के संबंध में |
Sub : Sanction of Annual Increment - reg.

- - - - -

The Competent Authority has granted you Annual Increment @ 3% on
Rs. __________ + __________ i.e., Rs. __________ raising your Pay Band Pay to
Rs. ______________in PB __ (Rs. __________) with Grade Pay of
Rs. __________/- w.e.f __________ with date of next increment on ______________.

भवदीय / Yours faithfully,

वैज्ञानिक डी/सी / Scientist D/C
MEMORANDUM

Sub: Grant of Annual Increment - reg.

The Competent Authority has granted annual increment @ 3% on Rs.____________________ + Rs.____________________/- i.e., Rs._______________ to Sri___________________________ raising his Pay Band Pay to Rs.__________ in PB____ (Rs.___________________________) with Grade Pay of Rs.__________/- per month w.e.f. ________ with date of next increment on ________________.

Scientist D/C

Date:
SILKWORM SEED TECHNOLOGY LABORATORY
National Silkworm Seed Organisation
Central Silk Board - Govt. of India
Carmelram Post, Kodathi
Bangalore – 560 035

Sub:- Forwardal of Cheque / Demand Draft - regarding.

With reference to the above, please find enclosed a Cheque / demand draft No. ................................ dated ...................... for Rs. .................. (Rupees .....................................................) towards the following :

(1)
(2)
(3)

Receipt of the Cheque / demand draft may please be acknowledged.

भवदीय / Yours faithfully

Encl : As above

Debjyoti Kuri / Scientist D/C
To The Director,

National Silkworm Seed Organisation
Carmelram Post, Kodathi
Bangalore – 560 035

Subject: Forwarding DCB statement of SSTL - reg

With reference to the above, please find enclosed herein the DCB statement pertaining to SSTL for the month.

This is for your kind information and needful.

Yours faithfully,

Scientist D/C

Enc: As above
List of key points:

1. Update the report by month.
2. Ensure accurate and timely submission.

With reference to the above, please find enclosed herein the monthly progress report of this office for the month of __________________.

This is for your kind information and needful.

Yours faithfully

Scientist D/C/STA
Maharaja Sir,

Subject: Submission of monthly accounts - GIA accounts - reg.

With reference to the above, please find enclosed herein the Receipts and Payments account, Trial Balance and unitwise expenditure statement under Grants-in-aid account for the month of …………………….

The details of MRR/MRC remitted during …………………… has also been enclosed.

Receipt of the enclosures may kindly be acknowledged.

Yours faithfully,

Scientist D/C

Encl: As above.
SIR,

With reference to above, please find enclosed Demand Draft bearing No. ................... dt. ................... of .......................... bank for Rs. .............. (Rupees. .......................... only) towards remittance of Sale Proceeds of DFLs for the month of ................... . Detailed statement enclosed for reference.

Receipt of the demand draft may please be acknowledged for reference and record.

Yours faithfully,

[Signature]

Scientist D/C

Encl: As above.

[Telephone number]
सं. करेबो/रारेबीसं/  
No. CSB/NSSO/  

सेवा में To

विषय :- मॉजबा बकाया के भुगतान के संबंध में ।

Sub :- Clearance of DCB arrears - reg.

महोदय Sir,

उपर्युक्त के संदर्भ में सूचित करता हूँ कि निम्नलिखित बीजक अभी भी लिपटे के लिए लंबित हैं 
और इसे बकाया के रूप में दर्शाया गया है।

With reference to above, I am to inform that the following invoices are still pending for 
settlement and are shown as outstanding:

<table>
<thead>
<tr>
<th>क्र.सं./Sl.No.</th>
<th>बीजक सं./Invoice No.</th>
<th>दिनांक/Date</th>
<th>राशि/Amount</th>
</tr>
</thead>
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</tbody>
</table>

आपसे अनुरोध है कि आप व्यक्तिगत रूप से इस पर ध्यान दें और बकाया राशि का शीघ्र 
भुगतान करें।

You are requested to kindly look into the matter personally and arrange for early 
clearance of the outstanding dues at the earliest.

भवदीय  Yours faithfully,

ह/-

वैज्ञानिक डी/सी / Scientist D/C

प्रतिलिपि :- निदेशक, रारेबीसं, बेंगलूर को सूचनार्थ।

Copy to :- The Director, NSSO, Bangalore for kind information.

वैज्ञानिक डी/सी / Scientist D/C

दूरभाष Telephone : (080) 28440492
विषय :- ----------------- तिमाही को समाप्त हिन्दी तिमाही प्रगति रिपोर्ट को प्रस्तुत करने के संबंध में।

Sub:- Submission of Hindi Quarterly Progress Report for the quarter ending ……………… - reg.

महोदय/Sir,

उपर्युक्त विषय के संबंध में ----------------- को समाप्त तिमाही की हिन्दी तिमाही प्रगति रिपोर्ट की प्रति आपके आवश्यक कार्यवाही हेतु संलग्न है।

With reference to subject cited above a copy of Hindi Quarterly Progress Report for the quarter ending ………………… is enclosed for your necessary action.

भवदीय Yours faithfully,

वैज्ञानिक सी Scientist C
With reference to the subject cited above, I am to enclose herewith original vouchers / Bills for Rs. __________ (Rs. __________________________ Only) being the contingent expenditure incurred by this office for a period from ________ to __________. I am to request you to kindly recoup the above amount at an early date.

This is for your kind information and necessary action.

भवदीय Yours faithfully,

संलग्न : यथोपरि

Encl: As above
विषय :- कुशल फार्म श्रमिक और समाफाश्र की अनुपस्थिति विवरण के संबंध में ।

Sub:- Absentee statement of SFWs and TSFW – reg.

महोदय To,

उपर्युक्त विषय के संदर्भ में, मजदूरी वितरण बिल को तैयार करने हेतु इस कार्यालय में कार्यरत वर्तमान में भर्ती व आयकारी कार्यरत कुशल फार्म श्रमिक / समाफाश्र के __________ माह का अनुपस्थिति विवरण संग्रह है ।

With reference to above, please find herewith enclosed the absentee statement of SFWs and TSFWs working at this station for the month of ______ for preparation of wage bill disbursement.

यह आपकी सूचना व आवश्यक कार्यवाह के लिए है ।
This is for your kind information and needful.

भवदीय Yours faithfully,

संलग्न : यथोपरि
Encl: As above

वैज्ञानिक सी व प्रभारी
Scientist C & I/C
With reference to the subject cited above, please find herewith enclosed a cheque No. ------------------ dated ---------------- for --------------------------------------- (Rupees --------- ---------------- only) towards the disbursement of salaries of staff of this office for the month of -------------------------- as per the following details:

<table>
<thead>
<tr>
<th>SB A/c Nos.</th>
<th>Officer/Official's Name</th>
<th>Net Salary</th>
<th>Remarks</th>
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</table>

In this connection, I request you to credit the net salary in the S.B.Account of the aforesaid.

भवदीय Yours faithfully,


cientist C
**ADJUSTMENT BILL**

Certified that an amount of Rs.______________ [Rupees ______________________ only] was incurred out of an advance of Rs. ______________ paid on …………………… as per details given below:

<table>
<thead>
<tr>
<th>क्र.सं. Sl.No.</th>
<th>व्यय विवरण Details of Expenditure</th>
<th>राशि Amount</th>
</tr>
</thead>
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</tbody>
</table>

कुल TOTAL

अग्रिम का भुगतान, दिनांक -------------------
ADVANCE PAID ON ______________________
उपगत व्यय EXPENDITURE INCURRED ____________
वसूली / भुगतान किया जाने वाला शेष
BALANCE TO BE RECOVERED / PAID ____________

[हस्ताक्षर SIGNATURE]

NAME / DESIGNATION

र. ____________ के लिए समायोजित अग्रिम | ADVANCE ADJUSTED FOR Rs. ____________

र. ____________ (रुपए -------------------------------) के भुगतान/वसूली हेतु पारित | PASSED FOR PAYMENT / RECOVERY OF Rs. ________ [Rupees ______________________ ]

वैज्ञानिक डी SCIENTIST-D
सं. केरेबो/रारेबसं/ दिनांक
NO.CSB/NSSO/ Dt.

सेवा में To निदेशक The Director रारेबसं, बेंगलूर NSSO, Bangalore

महोदय Sir,

विषय :- अर्जित छुट्टी / परिणात छुट्टी की मंजूरी हेतु अनुरोध के संबंध में ।

Sub:- Request for sanction of EL / Commuted Leave – reg.

उपयुक्त के संदभ में श्री / श्रीमती / डॉ. --------------------------, वैज्ञानिक डी/ सी द्वारा प्रस्तुत अर्जित छुट्टी / परिणात छुट्टी आवेदन (चिकित्सा प्रमाण पत्र सहित) अनुमूलित करते हुए अनुरोध हैं कि दि. -------------------------- से दि. -------------------------- तक -------------------------- दिनों की अर्जित छुट्टी / परिणात छुट्टी की मंजूरी हें ।

अन्यथा छुट्टी के दौरान श्री / श्रीमती --------------------------, नियमित कार्यक्रमों की देख रख करेंगें / करेंगी ।

यह आपकी सूचना व आवश्यक कार्यवाहै हेतु है ।

With reference to the above, I am herewith forwarding the Earned Leave / Commuted Leave application [With Medical Certificate] submitted by Shri/Smt/Dr.___________________________, Scientist -D/C, with a request to kindly sanction Earned Leave / Commuted Leave of _______ days from __________ to ________________.

During the leave period Sri / Smt __________________________ will look after the regular activities.

This is for your kind information and needful sanction.

भवदीय Yours faithfully,

Mahoday Sir,

With reference to the above please find enclosed Receipts and payment Account, Trial Balance, Income and Expenditure details and unitwise expenditure details under revolving capital Account of SSPC, ________________________ for the month of ____________________.

Demand Draft No. ________________ dated _______________ for Rs. ________________ (Rupees ________________________________) is forwarded towards sale deeds for the month of ____________________. A copy of Bank details is enclosed.

Further an amount of Rs. ________________sanctioned for additional working capital may be adjusted and balance amount of Rs. ________________________ may be reimbursed at earliest.

Kindly acknowledge the enclosures.

Yours faithfully,

Encl: As above
To,


With reference to subject cited above Technical Report / DCB Report for the month ________________ is enclosed for your kind information and necessary action.

Yours faithfully,

Scientist C
Sub:- Request for sanction of Departmental Advance to meet the expenditure of Contingent/Stores/Vehicle / ................................ etc., - reg

With reference to the subject cited above, I request you to kindly grant/sanction Department Advance of Rs. ................. (Rupees ................. only) to meet the expenditure/purchase/payment/incurring of .............................................. for the purpose of ........................... ............................

This is for your kind information and needful action.

भवदीय Yours faithfully,

(Signature of Official and Designation)
SILKWORM SEED TECHNOLOGY LABORATORY
National Silkworm Seed Organisation
Central Silk Board - Govt. of India
Carmelram Post, Kodathi
Bangalore – 560 035

सं. केरेवो/रायेरीसं/वेतन
No. CSB/NSSO/Salary/

दिनांक
Date

सेवा में To

विषय :- ------------------ माह के लिए वेतन कटौती का प्रेषण - डिमांड ड्राफ्ट के अप्रेषण के संबंध में |
Sub:- Remittance of Salary Deduction for the month of ...................
Forwardal of Demand Draft – reg.

महोदय Sir,

उपर्युक्त विषय के संदर्भ में संलग्न अनुसूची के अनुसार ------------------ माह के लिए वेतन कटौती के प्रति ₹. ---------(रुपए ------------------------------- मात्र) का चेक / डिमांड ड्राफ्ट सं.
--------------------- दिनांक ------------------------ संलग्न है।

With reference to the subject cited above, I am enclosing herewith a cheque / Demand Draft No. .................. dated .................. for Rs. .................. (Rupees .......................................................... only) towards remittance of salary deduction for the month of ....................... as per schedules enclosed.

कृपया चेक / डिमांड ड्राफ्ट की प्राप्ति की सूचना दें। कृपया मुद्रित रसीद अभिलेखाथे प्रेषित करें।
Receipt of the above Cheque / Demand Draft may please be acknowledged. Please forward your stamped receipt for the same for record purpose.

भवदीय Yours faithfully,

संलग्न : यथोपरि
Encl: As above

२००३  मई  का  नमूना