

SOUTHERN RAILWAY

No. T/P.721/S&WI/FA

Divisional Office,
Personnel Branch,
Tiruchchirappalli.

Date: __.__.____

SMR/

Sub: Funeral Advance arrangement – reg

Ref:

<><><><><><>

Kindly arrange for immediate payment from your station collections, a sum of **Rs 25,000/- (Rupees Twenty five thousand only)** being the Funeral advance to _____ Wife / Son / Daughter / Mother of (late) _____ Designation _____, PF No. _____ expired on _____ at _____ hrs at _____ (Place) due to _____ and he is residing at _____. Funeral advance may be arranged on proper identification by _____ after obtaining a letter of undertaking from her before payment that, she agrees to deduct the above advance from settlement dues and forward the same to this office. It should be certified by the supervisory officials concerned that the deceased employee was in service on that date and no orders is pending to be issued for removal/ dismissal.

**Sr.Divisional Personnel Officer/
Tiruchchirappalli Division**

Copy to : Sr.DFM/TPJ :- The amount may be debited in 'E' deposits. Funeral advance not bearing any interest.

Copy to : _____ . The amount of Funeral advance may be shown in the LPC as the recovery to be made from the settlement dues.

Ch.S&WI/TPJ. He will please convey the condolence to the family of the deceased employee. They must be advised to submit the death certificate and Legal heir ship certificate to this office in **ORIGINAL** for expediting payment of settlement dues.

**Acquittance to Local payment. Received Rs.25,000/-
(Rupees Twenty Five Thousand Only)**

Identified by the beneficiary and explicated the above conditions & paid in my presence	
Signature of the Supervisor :	
Designation :	
Station :	
Seal and Date :	
	<div data-bbox="1123 1003 1281 1111" data-label="Text"><p><i>Revenue Stamp</i></p></div>
	Signature of the beneficiary

Witness with address 1)

2)