

To,

The _____

Subject:- TRANSFER OF G.P. FUND BALANCE

IN RESPECT OF _____

Please find enclosed herewith prescribed proformas on the subject cited above.

You are requested to please get transferred the balance lying at the credit of my/his old a/c No.....in to my / his new a/c No.....being maintained in your office.

Signature and stamp of
Drawing and Disbursing Authority.