

To
The Senior Accounts Officer (Pension)
Kolkata Port Trust
15, Strand Road
Kolkata- 700001

Sub: Restoration of Commuted Portion of Pension after 15 Years.

Sir,

Kindly arrange to restore my commuted portion of pension in terms of Ministry of Personal, Public Grievance and Pension, Department of Pension and Pensioner's Welfare O.M. No. 34/02/86 P&I dt. 5th march 1987 and Govt. of India's order no. A38011/5/87 PE. 04.06.87.

Requisite details are given below:

Name in block letters	
Date of Commutation	
Date of Retirement/V.R	
Pension Roll No.	
Pension Case file No.	
Amount of original Pension	
Amount of Pension Commuted	
Name of the Bank	
Branch name with code	
Account No.	
IFSC Code	

Thanking you.

Yours faithfully,

Full Signature/ LTI of the pensioner

Encl:

1. Copy of PPO book duly self attested.
2. Copy of Bank Passbook duly self attested.
3. Copy of Commotion sanction paper duly self attested.

Date:

Ph No.

E-mail Id:

Address (with pin):

Note: LTI must be attested by the Gazetted Officer etc.