

SAMPLE

Letter to be Submitted to Head Of Office for Authorization under RSA Act, 1993

LETTER OF AUTHORIZATION

To,

DIRECTOR
DELHI DOORDARSHAN KENDRA
DELHI

Designation of Head of Office.

I, VINOD KUMAR PAL HELPER (Name & Designation) being a Member of AIR & DD Technical Employees Association (Name of Association) hereby authorize deduction of monthly subscription of Rs. 10/- per month from my salary starting from this month itself, payable on pay day and authorize its payment to the above mentioned service Association.

I hereby certify that I have not submitted authorization in favour of any other Association. If the above information is found incorrect, I fully understand that my authorization for the Association becomes invalid.

Signature [Signature]

Station: DELHI

Name VINOD KUMAR PAL

Dated: 20/09/2011

Designation HELPER

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To be filled by the Unit Office Bearer of the Association

It is certified that Shri/Smt. VINOD KUMAR PAL is a member of AIR & DD Technical Employees Association (Name of Association).

It is further certified that the above authorization has been signed by Shri/Smt. VINOD KUMAR PAL in my presence.

Signature [Signature]

Name(in capitals) D. S. DUGGAL
Of authorized Office bearer

Signature [Signature]

Name(in capital) VINOD KUMAR PAL
Of the member

Dalveer Singh Duggal
Unit-Secretary - ADTEA
Doordarshan Kendra, Ph-1
Mandi House, N. Dehli

Attestation by Head of office.

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