

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

LETTER OF AUTHORIZATION

To,

_____,
_____;

Designation of Head of Office.

I, _____(Name & Designation) being a Member of _____(Name of Association) hereby authorize deduction of monthly subscription of Rs._____ 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.

Station: _____ Signature_____

Dated: _____ Name_____

_____ Designation_____

To be filled by the Unit Office Bearer of the Association

It is certified that Shri/Smt. _____is a member of _____(Name of Association).

It is further certified that the above authorization has been signed by Shri/Smt _____in my presence.

Signature_____

Name(in capitals)_____

Of authorized Office bearer

Signature

Name(in capital)
Of the member

Attestation by Head of office.