

Dated:

The Secretary
Oriental Bank Employees' Welfare Trust
C/O Oriental Bank of Commerce,
Establishment Deptt, Head Office
Harsha Bhawan
E - Block, Connaught Place
NEW DELHI

Dear Sir,

ADHOC GRANT OF RS 150000/- FROM WELFARE TRUST

I/We regret to inform that my/our husband/wife/father/mother Shri/Smt. _____ who was working at _____ branch/office as (designation) has expired on _____ (date of death) while in the service of the bank. I/We request you to please make payment of Adhoc Grant of Rs 150000/- to me/us as per scheme of the Trust.

I/We enclose herewith the duly attested copy of the death certificate of my/our husband/wife/father/mother and documents/papers in proof of my/our being the legal heirs to him/her.

Yours faithfully,

Signature

Name:

Wife/Husband/Son/Daughter Of:

Address:

Enclosures:

1. Duly attested copy of the death certificate
2. Documents/papers(succession certificate etc) in proof of legal heirs
3. Letter of authority (in case of more than one legal heirs)

(FOR OFFICIAL USE ONLY)

Verified the photocopy of the death certificate of Shri _____ and statement of succession submitted by his/her legal heirs. We confirm that the deceased had paid his annual contribution to Trust for the year _____.

DATE:

BRANCH INCUMBENT/DEPTT.HEAD
BRANCH/OFFICE

Verified the above documents. Shri/Smt. _____, the legal heir to the deceased is entitled to Adhoc Grant of Rs 150000/-

DATE:

REGIONAL HEAD
REGIONAL OFFICE