To,

Dear Sir/Madam,

Kindly find enclosed herewith an undertaking to be filled in and send back to the undersigned at the earliest as it is required as per codal procedure for drawl/continuance of pay/pension as per 7th Central pay Commission.

With regards,

Yours faithfully,

(Ashish Chowdhury)
Assistant Director (Estt.)

Enclosure: as stated
UNDERTAKING

The Director
National Book Trust, India
Nehru Bhawan
5 Institutional Area,
Phase – II Vasant Kunj,
New Delhi – 110070

Madam,

I do hereby authorise Director/D.D.O, NBT, India for adjustment of any excess amount paid to me due to erroneous fixation of my pay/pension under 7th Central pay Commission if observed in future on by internal/external Audit/Expert form my pay/pension.

Signature _______________________
Name of the Employee/Pensioner _______________________
E. Code _______________________
Date _______________________