

Details of Recoveries

1. Name of recoveries _____
 Amount Rupees _____
 To be recovered _____ instalments _____
2. Name of recoveries _____
 Amount Rupees _____
 To be recovered _____ instalments _____
3. Name of recoveries _____
 Amount Rupees _____
 To be recovered _____ instalments _____
4. Name of recoveries _____
 Amount Rupees _____
 To be recovered _____ instalments _____
5. Name of recoveries _____
 Amount Rupees _____
 To be recovered _____ instalments _____

Name of months	Pay		Gratuity etc.		Funds & other deductions		Amount of income-tax recovered		REMARKS
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	
April	19								
May	19								
June	19								
July	19								
August	19								
September	19								
October	19								
November	19								
December	19								
January	19								
February	19								
March	19								

He took over charge of the _____
 assumed _____
 on the _____ noon of _____

No. H.P.S.E.B-8

Dated _____

Copy forwarded to the _____
 for information and necessary action please.

(Signature)
 (Designation)