

To

The PCDA (WC)
Chandigarh.

Sub: Request for release of Provisional Payment - for want of LPC

Respected sir,

I have joined this office w.e.f. _____ on transfer from _____.
I request your good-self to release the Pay & Allowances provisionally for want of LPC. The details of Pay & Allowances drawn are as under.

Sr. No.	Particulars	
1.	Name, Designation & A/c No.	
2.	Date of Birth	
3.	Proceeding From which Office	
4.	Date of Relief from Previous Office	
5.	Date of Joining to New Office	
6.	Month upto which Paid by Previous Office	
7.	GPF ACCOUNT NO. / PRAN NO.	
8.	PAN Number (Copy enclosed)	
9.	Bank Account No.	
10.	IFSC CODE of Bank	

EARNINGS:	Amount (Rs.)
BASIC PAY	
GRADE PAY	
DA	
TPT	
HRA	
OTHERS (Pl Specify)	
DEDUCTIONS:	
GPF	
CGEIS	
INCOME TAX & Education Cess	
OTHERS (Pl Specify)	

Thanking you,

Yours faithfully,

Name :

Designation & A/c No. :

Name of Office/ Section :