



SGB

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सौराष्ट्र ग्रामीण बैंक
सौराष्ट्र ग्रामीण बैंक
Saurashtra Gramin Bank

Format of Representation by the Eligible Staff/ Legal heir of deceased employees

Place:

Date:

From,

Name:
Emp ID:
Address:
Contact No:

To,

The Chairman,
Saurashtra Gramin Bank,
Head Office, Rajkot
Email: sgbhrms@sgbrrb.org

Madam / Dear Sir,

Subject: Request for release of Computer Increment Benefit

I, an Ex-employee/legal heir of the deceased employee of the bank, submit this representation for your consideration. I/_____ (Deceased Employee Name) have exited from the service of the bank on _____ by retirement/resignation/Compulsory Retirement/Voluntary Retirement/termination/dismissal (strike off which is not applicable). I would like to bring to your attention that I am eligible/entitled for the computer increment benefit as my name/_____ (Deceased Employee Name) was on the bank staff list as of 01.11.1993, as per the applicable rules and policies.

I _____ (Ex-Staff/Legal Heirs of Ex-Staff) kindly request you to make the necessary arrangements for the release of computer Increment due to me. Below are my bank account details for the disbursement of the benefit. Self-attested Copy of the bank passbook is enclosed.

- 1) Account holder Name:
- 2) Bank Name:
- 3) Branch Name:
- 4) Account Number:
- 5) IFSC Code:
- 6) MICR Code (if applicable)
- 7) Aadhar Card (Self Attested Xerox copy to be enclosed)
- 8) PAN Card (Self Attested Xerox copy to be enclosed)
- 9) Affidavit/ Undertaking of Legal heir (Only in case of application by legal hier/heirs)
- 10) Death Certificate (Only in case of application by legal heir/heirs)

I would be grateful if you could expedite the process of releasing the benefit. Thank you in anticipation of your cooperation.

Yours Sincerely,

Name:

Emp ID:

Signature:

Email

hrdsgb@sgbrrb.org

Telephone :

(0281) 2482421/22

<https://www.sgbrrb.org>

વડી કચેરી
કર્મચારી વિભાગ
પટેલો માળ, વિંગ-૨,
એલ.આઈ.સી. જીવન પ્રકાશ
બિલ્ડિંગ,
મહિલા કોલેજ રોડ,
ટાગોર રોડ,
રાજકોટ ૩૬૦૦૦૧

प्रधान कार्यालय:
कर्मचारी विभाग
प्रथम तल, विंग-2,
एलआईसी जीवन प्रकाश
बिल्डिंग, महिला कॉलेज रोड,
टैगोर रोड, राजकोट 360001

Head Office:
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Rajkot 360001