

PROFORMA

**WILLINGNESS FOR CONTRIBUTION TO THE PMNRF WITH REFERENCE TO
APPEAL MADE BY SECRETARY (TELECOM)**

[REFERENCE NO.16-68/2014-O&M DATED 1st October 2014]

I, (NAME OF THE EMPLOYEE).....

(DESIGNATION)..... (EMP. CODE).....

SECTION..... AM WILLING TO CONTRIBUTE MY ONE
DAY'S SALARY /Rs (fixed amount to be mentioned) TO
PMNRF. KINDLY DEDUCT THE SAME FROM MY SALARY OF THE MONTH OF
November 2014.

(SIGNATURE WITH DATE)

DDO, PB SECTION

No. 16-68/O&M/2014
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001

dated 31/10/2014

Subject: Contribution towards Prime Minister's Relief Fund to provide relief to the victims of Jammu & Kashmir Floods

Kindly refer to O&M section's OM of even number dated 1.10.2014 on the subject mentioned above forwarding therein an appeal made by Secretary (Telecom) to contribute to the Prime Minister's relief fund to provide relief to the victims of Jammu & Kashmir floods and it was requested to submit your willingness for deduction of one day's salary or a fixed amount, as the case may be.

2. It is now observed that the response to the appeal is **not** very encouraging. The appeal for contribution has been made for a noble cause and a positive and quick response from all the officers and staff of DoT will be highly appreciated. Therefore, I once again request you to submit your willingness for deduction of one day's salary or a fixed amount, as the case may be, for the month of November, 2014, in the proforma overleaf, to DDO, Pay Bill by 14/11/2014.



(SC Sharma)
DDG (C&A)
Ph No. 2303-6881

To

All Officers and staff of DoT

