

To

.....
.....
.....

Sir,

I do here by authorize.....to draw my
pay/leave salary/LTC/DA/TA etc. for the month of..... on
production of stamped receipt duly signed by me.

Yours faithfully,

ACKNOWLEDGEMENT

Received a sum of Rs..... Rupees

.....only) being the pay /

Leave salary / LTC / DA / TA for the month of

Stamped receipt of the applicant.

Signature of the authorised
Person with designation
and date.