

OFFICE OF THE EXECUTIVE ENGINEER,

.....

Letter No.:- .....

Dated:- .....

From: - Executive Engineer,  
..... Division,  
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To,  
The Deputy Accountant General (Works & Forest),  
O/o Principal Accountant General (A&E), Jharkhand,  
Doranda, Ranchi (Jharkhand) – 834002.

Subject: - **Regarding submission of membership subscription fee of the  
Jharkhand Divisional Accounts Officers / Divisional Accountants Association.**

Sir,

Please find enclosed herewith a Bank Draft/ Multicity Cheque amounting Rs...../  
(Rupee.....) only bearing serial no. “.....” Dated: -  
“.....” being the subscription fee towards membership of The Jharkhand DAOs/DAs  
Association for the year(s) “.....” of Mr./Ms./Mrs.  
“.....”, Sr.DAO/DAO-1/DAO-2/DA/DA(P)  
of this division is being enclosed herewith for the needful.

Enclosure: - As stated above.

Yours faithfully,

Executive Engineer,

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Copy to the General Secretary, The Jharkhand DAOs/DAs Association for needful information

Name of contributor :- ....., Sr.DAO/DAO-1/DAO-2/DA/DA(P)

Year(s) of contribution :- .....

Bank Draft/ Multicity Cheque No. .... Dated ..... for Rs. ....

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Received a Bank Draft/Multicity Cheque for Rs..... /- (Rupees ..... ) only  
bearing serial no. ....dated:- ..... being the subscription fee towards membership for  
the “Jharkhand DAO/ DA Association” for the year (s) ..... of Mr. / Ms. / Mrs. ....  
..... Sr.D.A.O / D.A.O Gr-I / D.A.O Gr-II / D.A./ D.A. (P) of .....  
..... Division, .....

Signature of the receiving authority