

The Secretary,  
**Air Corporation Employees' Co-operative Credit Society Ltd.**  
Air India Engineering Complex,  
NTA, Kolkata Airport, Dum Dum,  
Kolkata - 700 052

Dear Sir,

**Sub.:- Retirement / Resignation /Withdrawal**

This is inform you that I am going to Retire / Resign from the service of Air India Ltd.  
After the working hours of \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

I, being member of the society, request you to arrange payment of the accumulated balance of Thrift Fund credited to the account along with Share Value after deduction of my loan balance if any, at the earliest.

Thanking you and awaiting your kind consideration.

Yours faithfully.

(Signature of Member)

Name	
MR No.	
Emp. No.	
SAP No.	
Dept.	
Station	

Bank Name	
Branch	
IFSC	
Account No.	
Mobile No.	

**FOR OFFICE USE ONLY**

<b>Payable</b>	<b>Amount ₹</b>
Share Value @ ₹ 10/- x	
T.F. Opening Bal.	
Add: T.F. Recovery	
Add : T.F. Interest	
Total Thrift Fund	
Death Benefit Scheme	
Loan Credit Balance if any	
Fest. Adv. Credit Balance if any	
Others	
<b>TOTAL</b>	

<b>Receivable</b>	<b>Amount ₹</b>
Loan O/S	
Less: Claim Received	
Total Loan Outstanding	
Festival Advance Due	
<b>TOTAL</b>	

**Net amount payable** ₹   
(Total Payable - Total Receivable)

\_\_\_\_\_  
Signature of the dealing staff