



# The Oriental Insurance Employee's Co-op. Thrift & Credit Society Limited

Registration No. 440-U

Regd. Office : 88, Janpath, New Delhi-110001

Ph. : 23328850, 43083850 • E-mail : oicsociety@gmail.com

Dated.....

To,

The Chairman-Cum-Managing Director,  
The Oriental Insurance Company Limited,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Re : Letter of Authority regarding adjustment of Gratuity Dues against The Oriental Insurance Employees' Co-operative Thrift & Credit Society Limited Loan.**

I have been sanctioned an amount of ₹..... (Rupees.....) as loan by the Oriental Insurance Employees' Co-operative Thrift & Credit Society Limited, 86, Janpath New Delhi.

In consideration of the said amount of ₹..... having been sanctioned to me by The Oriental Insurance Employees' Co-operative Thrift & Credit Society Limited. I hereby irrevocably authorise them (the society) to seek recovery thereof and adjust the amount that may be payable to me as gratuity on my resignation, discharge, dismissal or termination from the service ( voluntary or by operation of law) or from any reason whatsoever, against the balance of the amount repayable to me to the said Society towards the Loan granted to me by the said Society. The surplus, if any, remaining after such adjustment / repayment / recover as aforesaid should be paid to me or my nominee or my heirs or the legal representative as the case may be.

I, therefore, hereby irrevocably nominate The Oriental Insurance Employees Co-operative Thrift & Credit Society Limited, 88, Janpath, New Delhi to be my nominee in respect of gratuity payable to me, under the Rules for the being in force, unit such time as I repay in full the said Society's loan and you here from them (the Society) in this regard in writing.

**AUTHORISATION OF DEDUCT LOAN  
INSTALMENTS FROM MY SALARY**

I.....hereby authorise, THE ORIENTAL INSURANCE CO. LTD. NEW DELHI to deduct a sum of ₹..... (₹.....) being loan in monthly instalment of ₹..... and interest ₹..... from my salary with effect from ..... to ..... (both month inclusive) and remit the amount to THE ORIENTAL INSURANCE EMPLOYEES' Co-OPERATIVE THRIFT AND CREDIT SOCIETY LTD., 88, Janpath, New Delhi-110001.

I further authorise the Oriental Insurance Company to make payment of my dues towards the Society from any amount payable to me by employer in case of my death.

Signed at.....this.....day of.....20.....

Yours faithfully,

Member's Signature .....

Name (in block letters) .....

S. R. No. ....

Office .....

Address .....