



To
The General Secretary
Andhra Bank Officers' Union (Regd.)
(Affiliated to AIBEA)
"PRABHAT", 401, IVth Floor,
Taramandal Complex, Saifabad,
Hyderabad - 500 004.

Dear Sir,

I request you to enroll me as a member of the Union. I have read the rules of the Union and shall abide by the same.

I enclose herein a demand draft No. dated drawn in favour of the Union on Andhra Bank, Service Centre, Hyderabad for Rs.10/- towards admission fee.

I affirm that I am not a member of any organisation of officers of the bank.

So please receive the remittance, advise me of my admission into the Union and send me your official receipt for the payment made by me.

I here below give my Particulars:

Full Name :

Designation :Grade

Branch / Office :

Date of Birth : Staff Code No. :

Educational Qualifications :

Blood Group :

Residential Address :

.....

.....

Phone No. : (R)

(M)

(Signature of the applicant)

Place :

Date :

DEDUCTION OF UNION SUBSCRIPTION UNDER CHECK-OFF SYSTEM

1

From : (Name in full)	To The Manager/Chief Manager/ Asst. Gen. Manager/Zonal Manager / Staff Manager, Andhra Bank,
Code No.:	
Designation :	
Grade :	
Branch / Office :	

Dear Sir,

Date:.....

Re : Remittance of Union Subscription

I am a member of Andhra Bank Officers' Union (Regd). I have to pay to the said Union an amount of Rs. _____/- towards my subscription for every month under the Rules of the Union.

I hereby authorise you to deduct the said amount from my salary every month commencing from and remit the same for credit of S.B. Account No. 1179 10012 002 915 of the Union with Dr. Pattabhi Bhavan Branch (1179) Hyderabad Branch of the bank.

Inclusion in the change from, as is necessary may please be made in respect of the above particulars.

The authorisation continues to be in force till the same is revoked by me in writing.

In case of my transfer, these instructions may be incorporated in my LPC and forwarded to the Branch / Office to which I am transferred.

(Signature of the Officer)

Attested

(Signature of Manager /
Office-in-charge)

Date :

This copy shall be kept on record of the branch or administrative office, as the case may be, and shall be forwarded to the concerned branch or administrative office along with LPC on transfer of the officer.

DEDUCTION OF UNION SUBSCRIPTION UNDER CHECK-OFF SYSTEM

3

From : (Name in full)	To The Manager/Chief Manager/ Asst. Gen. Manager/Zonal Manager / Staff Manager, Andhra Bank,
Code No.:	
Designation :	
Grade :	
Branch / Office :	

Dear Sir,

Date:.....

Re : Remittance of Union Subscription

I am a member of Andhra Bank Officers' Union (Regd). I have to pay to the said Union an amount of Rs. _____/- towards my subscription for every month under the Rules of the Union.

I hereby authorise you to deduct the said amount from my salary every month commencing from and remit the same for credit of S.B. Account No. 1179 10012 002 915 of the Union with Dr. Patabhi Bhavan Branch (1179) Hyderabad.

Inclusion in the change from, as is necessary may please be made in respect of the above particulars.

The authorisation continues to be in force till the same is revoked by me in writing.

In case of my transfer, these instructions may be incorporated in my LPC and forwarded to the Branch / Office to which I am transferred.

(Signature of the Officer)

To,

To The Staff Department

The deduction of the Union subscription from the salary of the officer may be effected as desired by him/her.

(Signature of Manager / Chief Manager / Asst. Gen. Manager / Zonal Manager / Staff Manager)

Date :

This copy shall be forwarded to the Staff Department, Zonal Office

From : (Name in full) Code No.: Designation : Grade : Branch / Office :	To The General Secretary, All India Andhra Bank Officers' Federation, 603 & 604, VIth Floor, Taramandal Complex, Saifabad, Hyderabad - 500 004.
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Dear Sir,

I hereby tender resignation to my membership of the All India Andhra Bank Officers' Federation and revoke the authorisation that I have given for recovery of Subscription to your Federation from my salary under check-off system, with immediate effect.

Yours faithfully,

(Signature)

Attested

(Signature of Manager/
Officer in charge)

Date:

To,

The Manager / Chief Manager / Asst. Gen. Manager / Zonal Manager / Staff Manager, Andhra Bank,
_____ Branch / Office with a request to note that I hereby revoke with immediate effect the authorisation given by me under check-off system to deduct the subscription payable by me to the All India Andhra Bank Officers' Federation from my salary. This change may be incorporated in the union flag column of the change form.

From : (Name in full) Code No.: Designation : Grade : Branch / Office :	To The General Secretary, All India Andhra Bank Officers' Federation, 603 & 604, VIth Floor, Taramandal Complex, Saifabad, Hyderabad - 500 004.
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Dear Sir,

I hereby tender resignation to my membership of the All India Andhra Bank Officers' Federation and revoke the authorisation that I have given for recovery of Subscription to your Federation from my salary under check-off system, with immediate effect.

Yours faithfully,

(Signature)

Attested

(Signature of Manager/
Officer in charge)

Date:

This copy shall be forwarded

To,

The General Secretary,

Andhra Bank Officers' Union (Regd.)

"PRABHAT", 401, IVth Floor,

Taramandal Complex, Saifabad,

Hyderabad - 500 004.

From : (Name in full) Code No.: Designation : Grade : Branch / Office :	To The General Secretary, All India Andhra Bank Officers' Federation, 603 & 604, VIth Floor, Taramandal Complex, Saifabad, Hyderabad - 500 004.
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Dear Sir,

I hereby tender resignation to my membership of the All India Andhra Bank Officers' Federation and revoke the authorisation that I have given for recovery of Subscription to your Federation from my salary under check-off system, with immediate effect.

Yours faithfully,

(Signature)

Attested

(Signature of Manager/
Officer in charge)

This copy shall be forwarded to
Staff Department,
Zonal Office,

Zone Office / H.O.