**declaration**

1. I, Shri/Smt./Miss ..........................................................................................., hereby authorise Regional Manager, INCS to recover the sum of Rs. ....................... (Rupees ........................................................................ only) due from me an account of the balance value of ............................................................ (Name of item) purchased by me on ........................................ through the IPP Scheme, applicable to the INCS Employees, from my salary, commencing from the month of ....................................................................... of the rate of Rs. ........................ (Rupees ........................................................ only) per month, in ..................... monthly instalments.

2. I also hereby give an undertaking that, in the event of the termination of my service or resignation from the INCS or death, the balance amount due to the INCS from me on account of IPP Scheme, may be recovered in one installment from the amount payable to me towards terminal gratuity, in terms of the Gratuity Act 1972.

3. I further certify that I have not purchased the same item through INCS / any other service canteen during the past 3 years and that I have cleared all the dues for the items purchased earlier under the IPP Scheme.

 Signature ..................................................

 Name ........................................................

 Designation ..............................................

 Date .........................................................

Witness by an INCS employee not below

the status of a Deputy Manager

Signature ..................................................

Name ........................................................

Designation ..............................................

Date ..........................................................

II

Countersigned

Date : .......................... Regional Manager / General Manager

III

FOR HEAD OFFICE USE ONLY

Checked by Deputy Manager (Accounts)

APPROVED / NOT APPROVED

GENERAL MANAGER

Date : ..........................