

FORMAT N-2

(Letter to the Accounts Officer forwarding the papers for FMA to Government employee/Family member)

No.....

Government of India

Ministry of.....

Department of.....

Date

To,

The Pay and Accounts Officer/Accountant General,

Subject: Authorisation of FMA in respect of Shri/Smt./Km.....

Sir/Madam,

I am directed to forward | herewith the FMA papers of Shri/Smt./Km....., Designation....., PRAN ----- of this Ministry/ Department/Office for further necessary action.

The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of FMA have been issued to disbursing authority concerned, under intimation to the retiring /retired Government servant/family member.

Yours faithfully,

(Head of Office)

Enclosures:

- (i) Service Book (date of retirement/ death to be indicated in the service book).
- (ii) Application in Form N-1
- (iii) Nomination Form in Form N-2
- (iv) Details of family in Form 2
- (v) Undertaking to the Bank in Format N-1