

To,

The Director
Central Research Institute,
Kasauli.

Subject: Retention of Government Accommodation after Retirement from Govt. Service.

Sir,

I, am retiring from Govt. Services on, and willing to retain my present Govt. Accommodation from _____ to _____ for ___ months (as per Department of Estates, Govt. Rules on retention of Govt. Accommodation after Retirement). Hence, I do hereby undertake that I will deposit the Lumpsum Amount of License Fee as would be calculated for the period mentioned above, either as and when I receive Authorization Letter or may be recovered from my last month salary, whichever is earlier.

Yours faithfully

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Designation:-

Date of Retirement: