

**S.E., S.E.C. & E.Co.Rlys.Employees' Co-operative Credit Society Ltd.****SETTLEMENT CLAIM**

The Chief Manager,  
S.E., S.E.C. & E.Co.Rlys.Employees' Co-operative Credit Society Ltd.,  
93, Circular Garden Reach Road, kolkata – 700043.

Dear Sir,

**Re: Refund of Share value, CMTD and interest on share value etc. held at my credit**

I, Sri/Smt \_\_\_\_\_

Fathers Name \_\_\_\_\_, Designation \_\_\_\_\_

EMP No. \_\_\_\_\_, Department \_\_\_\_\_, Station \_\_\_\_\_

Residing at \_\_\_\_\_

PIN \_\_\_\_\_, State \_\_\_\_\_, Mobile No. \_\_\_\_\_

am a member of your Society and have finally retired from Railway Service / my service has been terminated due to..... / I have been transferred from S.E./S.E.C./E.Co./ Metro Railway Zone to..... with effect from.....

Please refund the amount due to me on account of Shares,C.M.T.D. after recovering dues with the Society, if any. The amount may please be paid to me by Account Payee cheque at the counter/ through Registered Post / through NEFT at my cost. The details of my Bank A/c are furnished below.

**Particulars of Bank details for NEFT / RTGS**

S.B. A/c No.....Bank's Name .....

Branch's Name.....IFS Code .....

My last pay drawn through Bill unit .....

I have S/D A/c No....., R/D A/c No.....

F/D A/c No.....with your Society at..... Branch

Signature of Witness \_\_\_\_\_

Yours faithfully

Full Name \_\_\_\_\_

Delegate Number \_\_\_\_\_

(If witness by Delegate)

(Signature of applicant)

Deptt. \_\_\_\_\_ Station \_\_\_\_\_

Father's Name \_\_\_\_\_

Address \_\_\_\_\_

PIN \_\_\_\_\_ State \_\_\_\_\_

Forwarded to the Chief Manager of S.E., S.E.C. & E.Co.Rlys. Employees' Co-operative Credit Society Ltd. for disposal

- Enco : 1) Share Certificate  
2) Savings Account Withdrawal Form Booklet (if any)  
3) Recurring Deposit Booklet (if any)  
4) Fixed Deposit Certificates (if any)

\_\_\_\_\_  
**Signature of the Controlling Officer/  
Sr. Subordinate under whom working  
(with Official Seal)**

No. ....

Date : .....

**Note - Either photocopy of 1st page of Bank PassBook or a cancelled cheque should be attached**

# S.E., S.E.C. & E.Co. Rlys. Employees' Co-operative Credit Society Ltd.

## INDEMNITY NOTE

I, Sri/Smt \_\_\_\_\_,  
 Fathers Name \_\_\_\_\_, Designation \_\_\_\_\_,  
 EMP No. \_\_\_\_\_, Department \_\_\_\_\_, Station \_\_\_\_\_,  
 Residing at \_\_\_\_\_  
 PIN \_\_\_\_\_, State \_\_\_\_\_, Mobile No. \_\_\_\_\_  
 hereby solemnly declare not / acknowledge to have received from the S.E, S.E.C & E.Co. Rlys. Employees' Co-operative Credit Society Limited Share Certificate(s) bearing No. \_\_\_\_\_ for \_\_\_\_\_ Share(s) numbered from \_\_\_\_\_ to \_\_\_\_\_ of Rs.20/-(Twenty) each held by me in the said Society. The said Certificate(s) has/have been lost from my custody / in transit and in consideration of my receiving a duplicate copy of said Certificate(s) / the value of the said share(s). I, for myself, my heirs, executors and administrators, undertake to hold the said S.E, S.E.C & E.Co. Rlys. Employees' Co-operative Credit Society Limited their Committee of Management and servants harmless and indemnified in respect of all future claim that may arise from the lost certificate(s). At present I have got the following Share Certificate for \_\_\_\_\_ Share in my possession:-

- 1) Share Certificate No. \_\_\_\_\_ for \_\_\_\_\_ share
- 2) Share Certificate No. \_\_\_\_\_ for \_\_\_\_\_ share
- 3) Share Certificate No. \_\_\_\_\_ for \_\_\_\_\_ share

Dated : .....day of .....20

Yours faithfully

Signature of Witness \_\_\_\_\_

Full Name \_\_\_\_\_

(Signature of applicant)

Delegate Number \_\_\_\_\_

(If witness by Delegate)

Deptt. \_\_\_\_\_ Station \_\_\_\_\_

Father's Name \_\_\_\_\_

Address \_\_\_\_\_

PIN \_\_\_\_\_ State \_\_\_\_\_

Forwarded in original to the Chief Manager, S.E., S.E.C. & E.Co. Rlys. Employees' Co-operative Credit Society Limited, Kolkata for necessary action.

### FOR OFFICE USE

Particulars of lost Share Certificate

S/C No(s) Distinctive. No. Dt of Allot. Nos. of Share

Signature of the Controlling Officer/  
 Sr. Subordinate under whom working  
 (with Official Seal)