

To,
The Chairman,
District Primary School Council,
Howrah.

Through: The Sub-Inspector of School, Amta West Circle.

Sub: Prayer for Arrear Payment w.e.f. to

Respected Sir,

With due respect I,, A.T.
of, under Amta West Circle,
beg to state that I have joined to this service on vide
DPSC, Howrah's Memo No..... Dated

I am receiving my regular salary since But I
have pending arrear from to

So, sir if you kindly think of my prayer and take necessary action to
get my pending arrear soon, I will be very grateful to you.

Thanking you,

yours faithfully

Date:

Memo No.: Date:

Copy forwarded to the Chairman, DPSC, Howrah for kind information and
taking necessary action.