

OPTIONAL AUTHORIZATION FOR DEDUCTION OF 2nd, 3rd & 4th INSTALMENT OF DPS PARADIP REFINERY FEES FOR FY 2017-18 EXCLUSIVELY FOR IOCL REGULAR EMPLOYEES FROM MY MONTHLY SALARY BY MY EMPLOYER IOCL

To
DGM (HR)
Indian Oil Corporation Limited
Paradip Refinery.

Sub : Submission of authorisation for deduction of Total School fees of my following wards presently studying in Delhi Public School (DPS) for 2nd Quarter from my salary.

Respected Madam,

I would like to avail the option of School fees via Salary Deduction for 2nd, 3rd and 4th Instalment of FY 2017-18 provided exclusively to Delhi Public School (DPS) wards of IOCL employees in the Class (es) mentioned against them. I desire to option for the option of deposit of the school fees by my employer after deduction of the same from my salary. I also authorize my employer IOCL to remit the fees deducted from my salary directly to the School Bank account. Any statutory deduction if any in view of this transaction being remitted by my employer to the school directly shall be born from my salary.

Schedule:

Quarter	Schedule date for payment of fee	To be recovered from Salary month	Payment to School by	Option Availed (Kindly tick the instalment to be recovered from Salary)
2 nd qtr. July to Sept.	by 15 th July	June	by 5 th July	
3 rd qtr. October to Dec.	by 15 th October	September	by 5 th October	
4 th qtr. January to March	By 15 th January	December	by 5 th January	

Details of wards :

Sl.No.	Name of the ward (student)	Present Standard	Session
1.			2017-18
2.			2017-18
3.			2017-18

I hereby declare that with the above deduction of School Fee payable to DPS Paradip Refinery from my salary, my total recoveries / deductions from salary for the applicable month as mentioned above, shall not exceed 75% of my monthly earnings / remuneration. I take full responsibility of school fees deduction causing crossing of 75% of my Gross salary for any of the three instalments for FY 2017-18.

Yours faithfully

Signature -----
Name -----
Employee No -----
Designation-----
Department-----