

**OPTIONAL AUTHORIZATION FOR DEDUCTION OF 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> INSTALMENT OF DPS PARADIP REFINERY FEES FOR FY 2018-19 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 School fees of my following wards presently studying in Delhi Public School Paradip Refinery.**

Respected Sir/Madam,

I would like to avail the option of School fees via Salary Deduction for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Instalment of FY 2018-19 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 )
1 <sup>st</sup> qtr. Apr to June	by 15 <sup>th</sup> Apr	Apr	by 5 <sup>th</sup> May	
2 <sup>nd</sup> qtr. July to Sept.	by 15 <sup>th</sup> July	June	by 5 <sup>th</sup> July	
3 <sup>rd</sup> qtr. October to Dec.	by 15 <sup>th</sup> October	September	by 5 <sup>th</sup> October	
4 <sup>th</sup> qtr. January to March	By 15 <sup>th</sup> January	December	by 5 <sup>th</sup> January	

Details of wards:

Sl.No.	Name of the ward (student)	Admission No	Present Standard	Session
1.				2018-19
2.				2018-19
3.				2018-19

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 2018-19.

Yours faithfully

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