Mob: *1234567890*

Kalpana Chand

 W/O Ramesh Chand

107, Nest Apartments, Marichettu Circle,

Puppalaguda,

Telangana – 500089

Date: *25th May 2021*

To,

The Secretary,

NGIS,

New Delhi

**Sub: Demise Grant on Death of Pensioner**

Dear Sir/ Madam,

This is to inform you that my husband, Name ***Ramesh Chand*** No: ***197728-H*** Rank: ***Ex MCEAP-II*** has expired on ***12 May 2021*** at ***Sunshine hospital, Ranga Reddy, Telangana*** due to poor health. His Death Certificate issued by ***Telangana*** dated ***21 May 2021*** is enclosed for ready reference.

It is requested that the demise grant be credited to my savings account.

Thanking you in anticipation.

 (Kalpana Chand)

*Documents Attached:*

1. Copy of Pension Pay Order (PPO)

**(PPO No. 09/97/B/S/001241/2021)**

2. Copy of Death Certificate

3. Leaf of the cancelled cheque