

[Through Proper Channel]

To

The AO (Cash), BSNL
O/o <Quote your Office HQ Name>.

Subject: Increase in employees contribution towards EPF.

Sir,

As per the provisions of Section 6 of EPF Scheme of EPF & MP Act 1952, you are requested to kindly arrange to increase the employee's contribution in respect of my EPF Account to _____% of my Basic+IDA.

Thanking you,

Yours faithfully

Name

HRMS No:

Unit/Office.