

**(FORMAT FOR GIVING ACCEPTANCE TO OFFER LETTERS
BY SERVICE OFFICERS)**

SL NO OF OFFICER
IN OFFER LETTER.....

To be handed over in Room No 28, E- Block (Quartermen Information Center) between 1430 to 1630 hrs by hand under receipt.

To,
The Quartermen Officer,
CAO/E-1

- (1) Reference your Offer Letter No.97666/...../...../CAO/E-1 dated.....
- (2) My relevant details are as under :
- (a) Rank & Name.....
- (b) Date of seniority for allotment of DP Accn.....
- (c) IC No..... CDA A/C No.....
- (d) Officer Address
-Telephone.....
- (e) Accn presently held.....
- (3) My name appears at SL No.of above offer. I here by give my acceptance as under :-

SL No. as per my preference	House / Garage / SQ No.	SL No. given in the offer
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

(4) The allotment position will be verified/allotment letter will be collected on the date of allotment as shown in the above offer letter and allotted house will be occupied as per allotment letter. On failure I am aware that I should be charged damage rent as per rules.

DATE.....

Signature of the Officer
Auth. Rep (enclose auth. Letter)

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CAO/E-1

Amendment to offer dated 26-07-2002.

- (a) Offer letter No. 97666/LT COL/REG/CAO/E-1 :-
Annexure 'A'
at SI No. 6, for Accn No. 32/411, Arjun Vihar (M/S), read 'nil'.
- (b) Offer letter No. 97666/MAJ/REG/CAO/E-1 :-
Annexure 'A'
at SI No. 21, for Accn No. 409/6, SP Marg, read 'nil'.
- (c) Offer letter No. 97666/MAJ/HOSTEL/CAO/E-I :-
Annexure 'A'
at SI No. 5, for Accn No. H-20/4, Shankar Vihar Hostel, read 'nil'.

Quartermaster
30-07-2002