

99

OFFICE OF THE ASST./ DY. COMM

ANNEXURE-B

C.No. _____

Dated _____

To,
The Branch Manager,
..... Bank
Sir,

Sub : Payment of refund claims amount directly to the assessee's /
exporter's Bank account through RTGS/NEFT - Regarding

Please find enclosed herewith a Cheque No. dated for an
amount of Rs. and a list of refund/ rebate claims (in duplicate)
sanctioned by the undersigned during the period from to in favour
of the beneficiary, whose details are provided as under:-

Sl.no	Beneficiary name	Name of the Beneficiary Bank	Beneficiary Bank account No	IFSC Code no.	Refund amount sanctioned	Remitter's account No.	Ref no of the sanction order
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

2. Please remit the amount mentioned in col. No.6 of the Table above through RTGS/NEFT by debiting our account no. mentioned above.

3. It is requested to recover RTGS/ NEFT charges as per RBI guidelines, leviable on the said sanctioned amount and remit the balance amount to the Bank account of the beneficiary.

4. The details of the beneficiary have also been sent through my official e-mail account viz. _____

5. It is requested to return the duplicate copy of Annexure B duly certified by the Bank. In case of non-remittance, please provide reasons for the same with further advice, if any.

Yours faithfully

Encl. Cheque No. dated for Rs.

Office Seal

Signature with date:

Name

Designation

Telephone no.