

To  
The Senior Manager (Civil),  
O.C.C. Ltd,  
Bhubaneswar – 751 012.

**Sub :- Deposit of Non-refundable fees for Enlistment in OCCL**

Sir,

With reference to above, I/We\* am/are depositing herewith an amount of Rs.1000.00 in shape of cash/D.D. No. .... Dt..... towards Non-refundable fees for Enlistment in OCCL in the Grade C-IV / M-IV / ELT . (\*)

Thanking you.

Yours faithfully,

Place :- .....

Date :- .....

Signature of Applicant

#Name :- .....

Address :- .....

PIN - .....

Phone - .....

*\* Strike out whichever is not applicable.*

*# In case of a Company/Firm, mention the name of the Company & its Managing Director & furnish the Regd. Office address.*

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**FOR OFFICE USE ONLY**

Please receive Rs. 1000.00 (Rupees One thousand) only from Sri/ M/s ..... towards non-refundable enlistment fees in the Grade .....

**Cash Section, Head Office**

**Senior Manager (Civil)**