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Vice chancellor
General Sir John Kotelawala Defence University
Kandawala Estate
Ratmalana

Sir,

Granting consent to deduct loan dues from monthly salary or Pension gratuity allowance

As I have been a signatory as the surety for loan amounting
..... Rupees (Rs.)
secured by Mr./Mrs./Miss who employs
in of the General Sir John Kotelawala Defence University
from the University, hereby do empower the General Sir John Kotelawala Defence University
to deduct balance amount of loan due at the time and interest thereto, from my salary by
monthly installments or from gratuity by virtue of the Pension gratuity Act No. 12 of 1983 in
case from the date of resigning from service or retirement or dismissal from service for any
reason or death of the aforementioned Mr./Mrs./ Miss
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Yours truly,

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Name :-.....
Designation :-
Date :-