

Date: \_\_\_\_\_

To,  
Dy. Controller of Accounts  
ACTREC.

Dear Madam,

Kindly deduct Rs. \_\_\_\_\_/- (Rs. \_\_\_\_\_ in words) every month towards "CoviScience@ACTREC (*donation for charity*)" from my monthly salary as a pre-tax deduction.

Start date of deduction: \_\_\_\_\_

End date of deduction: \_\_\_\_\_

*The contribution made to "CoviScience@ACTREC (donation for charity)" is tax exempt u/s 80G of Indian Income tax rules.*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

C.C. No: \_\_\_\_\_

Please submit a scanned copy with your signature to [CoviScienceACTREC@gmail.com](mailto:CoviScienceACTREC@gmail.com)