

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

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

Sir,

With reference to above, I/We\* am/are depositing herewith an amount of  
Rs.2500.00 / 1500.00 / 1000.00 / 500.00 in shape of Cash / D.D. No. ....  
Dt..... towards **Non-refundable Fees for Renewal of  
Enlistment** in OCCL in the Grade C-I / C-II / C-III / C-IV / M-I / M-II / M-III / M-IV  
/ EHT / ELT. (\*Strike out whichever is not applicable)

Thanking you.

Yours faithfully,

Place :- .....

Date :- .....

Enlistment No.- \_\_\_\_\_

Signature of Applicant

#Name :- .....

Address :- .....

PIN - .....

Phone - .....

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

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**FOR OFFICE USE ONLY**

Please receive Rs. .... from Sri/ M/s .....  
..... towards non-refundable renewal of enlistment fees in  
the Grade .....

**Cash Section, Head Office**

**Senior Manager (Civil)  
O.C.C. Ltd., Bhubaneswar**