**The Secretary**

**Jamia Teachers’ Association,**

**Jamia Millia Islamia, New Delhi-110025**

**Dear Sir,**

**Kindly enrol me as a member of the Jamia Teachers’ Association (JTA). I shall abide by the rules and regulations of the Association.**

**NAME: -----------------------------------------------------------------------------------------------------------------------**

**DESIGNATION: -------------------------------------------------------------------------------------------------------------**

**DEPARTMENT: -------------------------------------------------------------------------------------------------------------**

**PHONE NO: -------------------------------------------(R)-------------------------------(M)**

**E-MAIL: ------------------------------------------------Emp I.D.:--------------------------------**

 **Signature with date**

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**The Accounts Officer (Salary)**

**Jamia Millia Islamia, New Delhi, 110025**

**Dear Sir,**

**I request you to kindly deduct Rs. 100/- (Rupees one hundred only) per month from my salary as subscription and also Rs.300/-(Rupees three hundred only) towards student scholarship to the Jamia Teachers’ Association (JTA) with effect from -----------------------------------------**

**NAME: ---------------------------------------------------------------------------------------------------------------------------**

**DESIGNATION: -------------------------------------------------------------Emp I.D. ----------------------------------------**

**DEPARTMENT:-------------------------------------------------------------**

 **Signature with date**

**I certify that Dr./ Prof.-----------------------------------------------------------------has been enrolled as member of the Jamia Teachers’ Association the monthly subscription of Rs. 100/- may kindly be deducted from his salary with effect from ----------------------------------------------------------------------------**

**Secretary**