

DEBT TAKE - ON CHECKLIST

NAME OF THE DISTRICT

IN SERVICE EMPLOYEE

NAME OF EMPLOYEE

PERSAL NO

- BAS Debt take-on
- Calculations
- PERSAL Printout
- BAS Printout
- Letter of Demand

Compiled(District)

Signature

Rank

Date

Checked(District)

Signature

Rank

Date

Received(Head Office)

Signature

Rank

Date