

Letter to DDO For Refund EHS Subscription and Stopping Future Deductions

Date :

To:
The Drawing and Disbursing Officer (DDO),
_____ ,

Respected Sir/Madam,

Subject: Request for refund of EHS subscription and stopping further deductions - Reg.

I am _____ working as _____ with Employee ID: _____ in your esteemed office. I would like to state that my spouse _____, is also a government employee working as _____ at _____. The Employees Health Scheme (EHS) subscription is already being regularly deducted from his/her monthly salary.

However, EHS subscription has also been inadvertently deducted from my salary. As per the existing rules, EHS deduction is applicable to only one spouse when both partners are government employees.

Therefore, I kindly request you to refund the EHS amount deducted from my salary so far and stop further deductions of EHS from my monthly salary henceforth.

I have enclosed the DDO Certification from my spouse's office along with this letter for your verification.

Thanking you,

Yours faithfully,

Name : _____
Design : _____

CERTIFICATE

(To be obtained from Spouse's Office DDO)

This is to certify that Sri/Smt _____, working as _____ with Employee ID: _____ in this office, is currently enrolled under the Employees Health Scheme (EHS). The EHS subscription is regularly being deducted from his/her monthly salary from _____ onwards.

This certificate is being issued upon his/her request to be submitted by his/her spouse, to facilitate the cessation of double deduction and to claim a refund at their respective office.

Signature of the DDO

Date:
Office Seal