



**Andhra Bank Retired Employees Association (ABREA)**  
#215, Kubera Towers, Narayanaguda, Hyderabad – 500029  
Mobile Nos.9490213002 Email ID abreahyd@gmail.com

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**A.Rajendra Prasad, President**

**NSN Reddy, General Secretary**

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15<sup>th</sup> July 2021

To

The General Manager (HR)  
Union Bank of India  
Union Bank Bhavan  
Central Office, Mumbai – 400021

Dear Sir,

**Reg: Form-16 – Generation of Soft Copy.**

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The last date for filling of Income Tax return is fast approaching and the retired employees need to receive Form-16 from the competent authority for this purpose.

In the present pandemic covid environment, paying physical visit to the branches for Form-16 is risk prone to the retired staff and also increases the work pressure on the branch staff.

In view of the above, we earnestly request your good offices to provide soft copy of Form-16 to the respective email IDs of the retired employees which saves time and resources to branch staff as well as retired staff.

Thanks and Regards,

Yours faithfully,

(N S N Reddy)  
General Secretary

Copy to AGM, HO (Annex), Hyderabad