

SERVICE CERTIFICATE (for Central Govt.)

Certified that Shri/Smt. is working as regular employee in the Office / Ministry of He/She is an employee of Defence Service / CRPF / BSF / NSG / SPG / CISF / Central Govt. / Autonomous Body / Public Sector Undertaking fully financed / partially finance by the Central Govt. and his / her services are non-transferable / transferable anywhere in India.

SERVICE CERTIFICATE (for State Govt)

Certified that Shri/Smt. is working in the Office / Ministry of and his / her services are non-transferable / transferable anywhere in State.

Place:

Date:

Complete address and Telephone No. of office:
.....
.....

Signature of head of the Office with stamp

Name

Designation

CERTIFICATE OF NUMBER OF TRANSFERS

I, Smt/Shri _____ (Name) _____ (rank/designation) of _____ (office), do hereby certify that during the past 7 years (upto 31.03.2017) I have been transferred _____ (in figure & in word) from one station to another. The detail of which are given as under.

S N	Office/Unit	Place	Rank/ Designation	Period of stay		Period of stay	Order No & Date.
				From	To		
1.							
2.							
3.							
4.							
5.							
6.							

I know that if the above mentioned information is found incorrect, my child will be disqualified for admission in Kendriya Vidyalaya.

Signature of the Parent

COUNTER SIGNATURE

I _____ (Name) _____ (rank/designation) of _____ (unit/department) hereby certify that the particulars given above have been authenticated by the records held in the office and found to be correct.

Signature of the Head of the Office

Contact number of the authority/office :

(With Name, Designation and office stamp)

Name:

NOTE: STRIKE OUT WHICH ARE NOT APPLICABLE

Designation:

DETAILS OF SERVICE

(To be provided by the DDO/Head of the office)

1. Name of the employee:
2. Designation :
3. Name of the employer/Dept :
4. Dept. Category : State Govt./ State Govt. Autonomous/ Central Govt./ Central Govt. Autonomous
(Strike out which are not applicable)
5. Date of appointment:
6. Date of confirmation (if applicable) :
7. Nature of Appointment: **REGULAR/ CONTRACTUAL/ AD-HOC**
(Strike out which are not applicable)
6. Date of regularisation (If initially appointed on contractual basis):
7. Basic Pay:
8. Pay Level:
9. Name and designation of DDO/Head of the office:
10. Contact number of DDO/ Head of the Office:
11. E-mail ID of DDO/ Head of the Office:

Certified that the information furnished above is true and verified from the office/service records of the employee.

Signature of the Head of the Office

(With Name, Designation and office stamp)

Place:

Name:

Date:

Designation: