

To whomsoever it may concern

[Insert Photocopy of Employee's
ID Card Here]

* This is to certify that Mr./Ms/Mrs. _____
is holding the post of Assistant/Section Officer/Under Secretary/Deputy
Secretary/Director/Joint Secretary in [name of the office] and his present pay is
_____.

* This is to certify that Mr./Ms/Mrs. _____
is holding the post of _____ in this Organization/Office which is
equivalent to the post of Assistant/Section Officer/Under Secretary/Deputy
Secretary/Director/Joint Secretary in Government of India.

* Strike off whichever is not applicable.

Place: _____

Signature: _____

Date: _____
(in Block Letters)

Name: _____

Designation: _____
(Not below the rank of Under Secretary to the Government of India)

Name of the Organization/Office: _____

Full Post Address: _____

Official E-mail Address of the Officer: _____

Office/Mobile Telephone Number: _____

(Seal/Stamp): _____