

MANDATORY FOR CATEGORY 2B (DEFENCE CIVILIAN)

ON RESPECTIVE OFFICE LETTERHEAD

**TO WHOM IT MAY CONCERN**

It is certified that \_\_\_\_\_ (Name of Employee) \_\_\_\_\_, P. No. \_\_\_\_\_  
who is serving in the Indian Navy since \_\_\_\_\_ (Date of Joining) \_\_\_\_\_ and currently  
working in this establishment in the capacity of \_\_\_\_\_ (Designation) \_\_\_\_\_ on Basic pay  
Rs. \_\_\_\_\_ (7<sup>th</sup> CPC, Pay Matrix Level \_\_\_\_\_ Cell \_\_\_\_\_).

This certificate is issued at the request of \_\_\_\_\_ (Name of Employee) \_\_\_\_\_,  
P. No. \_\_\_\_\_, \_\_\_\_\_ (Designation) \_\_\_\_\_ for seeking admission  
for his/her ward in Naval Kindergarten, Goa.

SEAL OF THE DEPARTMENT

SIGNATURE OF DEPARTMENT HEAD