

**MANDATORY FOR CATEGORY 5**

ON RESPECTIVE OFFICE LETTERHEAD

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**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 Navy Children School, Goa.

-SEAL OF THE DEPARTMENT-

SIGNATURE OF  
DEPARTMENT HEAD