



**Government of Haryana/हरियाणा सरकार**  
**Directorate of Food Civil Supplies & Consumer Affairs Deptt.**  
**खाद्य नागरिक आपूर्ति एवं उपभोक्ता मामले, निदेशालय**

**Regd. Post**

To

Sr. No.	Roll No./ Category	Name & Address S/Sh./Smt/Ms.
1.	9991500901	Gulshan Soni S/o Sher Singh Soni, H.No. 154, Indira Colony uklana mandi, Teh - Uklana, Distt. Hisar
2.	9991044559	Akshay Rathee S/o Virender Rathee, H. No. 548/15, Panchi Raod Gandhi Nagar, Ganaur, Distt. Sonipat
3.	9991223782	Aman Singh S/o Kuldeep, VPO- Ballab Garhi, Teh.- Kalanour, Distt. Rohtak
4.	9990337286	Rahul Singh S/o Narender Singh, Near Main Chok City- Majra, The.Narnaund, Distt. Hisar
5.	9990737415	Seema Rani D/o Ramesh Kumar, VPO- Landhari, Teh. & Distt. Hisar
6.	9990390080	Ankit S/o Vijay pal Singh, 282, VPO- Tandwal, Tehsil Barara, Distt. Ambala
7.	9991327360	Mohd Ahsanul Haq S/o Rasheed, H. No. 90, Tain, Tehsil Nuh, Distt. Mewat
8.	9991255629	Gurmeet Singh S/o Krishan Chander, Mirchpur, Tehsil Narnaund, Distt. Hisar
9.	9990168921	Mohd Soyab S/o Ahmed, Chandeni, Tehsil Nuh, Distt. Mewat
10.	9990365308	Amit Kumar S/o Ajit Singh, H. No. 785 Panna Patti, Pegan, Tehsil Alewa, Distt Jind
11.	9990495782	Rahul S/o Mukesh, Housing Borad Colony, VPO- Bamni Khera, Tehsil & Distt. Palwal
12.	9990420124	Rohit Rohilla S/o Bhim Singh Rohilla, H. No. 599/20, Prem Nagar, Jail Road, Tehsil & Distt. Rohtak
13.	9990398731	Manoj S/o Satbir, Nathu Patti, City Danoda Kalan, Tehsil Narwana, Distt Jind
14.	9990771104	Babita D/o Paramjeet Singh VPO Samana Bahu, Tehsil Nilokheri, Distt-Karnal
15.	9991448614	Mukesh Bhardwaj S/o Laxman Singh, Vill-Mundhal Kalan, PO Mundhal Khurd, Tehsil & Distt Bhiwani
16.	9990474551	Suman D/o Shri krishan, Village Zardakpur, PO Luksar, Tehsil Badli, Distt-Jhajjar
17.	9990412462	Naveen S/o Ram Narayan, H.No.663, G.No.2, Patel Nagar, Tehsil-Bahadurgarh, Jhajjar
18.	9990450347	Deepak Punia S/o Lal Singh H.No.305, Gali No.1, Hansi Road, Brahm Nagar, Karnal
19.	9990142199	Sushila Devi D/o Chandi Ram, H.No.761, Housing Board Jind, Jind
20.	9991036138	Sukhbir Singh S/o Miyan Singh 10, Akash Nagar, Near Saini Public School, Tehsil-Thanesar, Distt-Kurukshetra
21.	9990739910	Raj Kumar S/o Rama Nand House No.61, Near Govt. Primary School, Mubarikpur, Distt-Jhajjar
22.	9990675092	Satish Kumar S/o Tejpal, H.NO. 18, Gandhi Nagar Colony, Tehsil Jagadhri, Yamunanagar

Memo. No. 5E(1)-2022/12767

Dated, Chandigarh, the 25.07.2022

**Subject: Appointment to the post of Clerk in the Directorate of Food, Civil Supplies & Consumer Affairs Department, Haryana.**

On the recommendations of the Haryana Staff Selection Commission, Panckhula vide Memo No. HSSC/ Confd.Recomm/2022/3341, dated 30.06.2022 sent in view of Hon'ble High Court Order dated 25.04.2022 in CWP No. 15672-2021 titled as "Amit Kumar & Ors. Versus State of Haryana & Ors (O&M), you are hereby offered an appointment to the post of **Clerk** on provisional/temporary basis in the Directorate of Food Civil Supplies and Consumer Affairs, Department, Haryana, Chandigarh (HQ.) in the pay band of Rs. 5200-20200+1900 Grade Pay (pre-revised) Now (FPL-2 of Pay Matrix

2<sup>nd</sup> Floor, 30 Bays Building, Sector:17-B, Chandigarh/दूसरी मंजिल, 30 बेज बिल्डिंग, सैक्टर-17-बी, चण्डीगढ़

Please visit us at <http://haryanafood.nic.in>

E-mail/ई-मेल: [foodesti@gmail.com](mailto:foodesti@gmail.com) & [dir.foodhry@gmail.com](mailto:dir.foodhry@gmail.com)





**Government of Haryana/हरियाणा सरकार**  
**Directorate of Food Civil Supplies & Consumer Affairs Deptt.**  
**खाद्य नागरिक आपूर्ति एवं उपभोक्ता मामले, निदेशालय**

Table in the Haryana Civil Services (Revised Pay) Rules, 2016) plus usual allowances sanctioned by Haryana, Government from time-to-time on the following terms and conditions:-

- i. This appointment is purely provisional/temporary and you will remain on probation for a period of two years which can be extended after taking into consideration your work and conduct to a total period not exceeding three years. Your services are liable to be terminated without notice on the abolition of the post or on the termination of vacancy or leave arrangement or any other arrangement against which you happened to be working at that time.
- ii. If at any stage you desire to resign from your post in the Food, Civil Supplies & Consumer Affairs Department, you will be required to give one month's clear notice or forfeit, in lieu thereof, one month salary including allowances or for the period by which the notice falls short of one month. Such a notice will be given to you by the department also in case it is proposed to terminate your service for the reasons other than that mentioned in Para-1 above. In case of misconduct or misbehavior, however, you will be given a reasonable opportunity to show cause as to why your services be not terminated, in that case the condition of one month's notice/salary will not apply.
- iii. As your character and antecedents have not been verified in terms of Government instructions issued vide memo No.52/8/2022-3GS-III, dated 23<sup>rd</sup> June, 2022 therefore, it is made clear to you that your appointment will remain provisional till the verification of your character and antecedents. In case, subsequently any adverse fact come to the notice of this office regarding your character and antecedents, your services are liable to be terminated immediately without any notice and without prejudice to such further action as may be taken under provisions of the Indian Penal Code for production of false Certificates/ Statement/Attested copies. The Character & Antecedents will, however, be got verified within the prescribed period as per instructions dated 23.06.2022 after your provisional appointment and this relaxation does not confer any right to you to remain in job, if subsequently anything adverse is reported against you at a later stage.
- iv. As the authenticity of your Academic Qualification, Age, caste/category certificates has also not been verified/checked from the issuing authority, and the same are required to be got verified after your provisional appointment, therefore, it is made clear to you that if at any subsequent period, the same are found to be fake/false, your services are liable to be terminated and legal action will also be taken against you in this regard.
- v. Your services will be governed by the provisions contained in the Haryana Civil Services (General) Rules, 2016 and the Haryana Food, Civil Supplies & Consumer Affairs Department Directorate (Group-C) Services Rules, 1982 as may be amended from time to time and also the Government instructions issued in this regard.
- vi. Further, it is made clear to you that your services will be governed under the Finance Department Notification dated 28.10.2005, No. 1/1/2004-1 Pension (FD), dated 22.12.2005 & various provisions contained in Haryana Civil Services Rules, 2016 as amended from time to time and your services will be covered by the new defined contribution Pension Scheme as your fresh appointment is being made after 01.01.2006.
- vii. You will have to qualify the State Eligibility Test in Computer Appreciation and Application (SETC) within the period of probation of two year extendable by one year, as per provisions of the Haryana Food, Civil Supplies & Consumer Affairs Department, Directorate (Group C) Service (Amendment) Rules, 2013.
- viii. It is also made clear to you that you will not undertake higher studies of any kind without obtaining prior permission. Consequently, no leave of any kind will be granted for the preparation of higher studies or examination.
- ix. No T.A./D.A. will be granted for joining the post in the Department.
- x. You are liable to serve in any place whether within or outside the State of Haryana or in the office of Central or other State Government or a company, an Association or a body of individuals whether incorporated or not, Municipal Corporation or local

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Please visit us at <http://haryanafood.nic.in>

E-mail/ई-मेल: [foodesti@gmail.com](mailto:foodesti@gmail.com) & [dir.foodhry@gmail.com](mailto:dir.foodhry@gmail.com)






**Government of Haryana/हरियाणा सरकार**  
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authority or an international organization, an autonomous body not controlled by the Government or a private body.

- xi. You will have to give an undertaking in writing that if and when you enter any marital alliance, you shall strictly comply with anti dowry law, as amended from time to time, in letter and spirit and also furnish full details of all the articles of property and amount of money received by you from your in-laws in any name or manner, whatsoever. The undertaking shall be signed by your wife, father & father in law.
- xii. Your seniority will be fixed as per rules/instructions.
- xiii. You shall have to furnish a Medical fitness certificate from the Principal Medical Officer, Govt. Hospital, Sector-16, Chandigarh within a period of 15 days before joining to the above post under Rule 9 of HCS (General) Rules 2016, in case you are found medically unfit then your services will be terminated without giving any notice as required under Rule 10 of Haryana Civil Services (General) Rules, 2016 before you are allowed to resume duty. In case you have already appeared before the Medical Board in Haryana/ Govt. Hospital, Sector-16, Chandigarh during the past 6 months and declared medically fit, you need not to appear for the same. In case you are already employed somewhere under the Haryana Govt. and you have already produced a medical certificate to the department, you may be exempted from producing fresh medical certificate provided, there is no break in your service and you will produce the Original Medical Fitness Certificate from your ex-employer within 15 days after your joining.
- xiv. Before assuming the charge of duties, you will be required to take the prescribed oath of allegiance to the Constitution of India and to produce the following certificates to the concerned District Food & Supplies Controller :-
  - a) When reporting for duty, you should bring your caste and category certificates in original along with two sets of attested Photostat Copies and two sets of photocopies of academic qualifications & also submit declaration form as per Govt. Letter No. 52/8/2022-3GS-III, dated 23<sup>rd</sup> June, 2022 (Copy enclosed).
  - b) Declaration of your having one spouse and in the event of your having more than one spouse living, the appointment will be subject to your being exempted from enforcement of the requirement of rules in this behalf.
  - c) Relieving orders from your ex-employer, if you were already employed somewhere under the Haryana Govt.
- xv. This offer is subject to the verification of Socio-economic criteria marks and other qualification by the department, If any candidate is found to be taken fake/false benefit of Socio-economic criteria then he/she will be ousted from the selection list and candidature can also be cancelled. In case, subsequently any adverse fact come to the notice of this office regarding your Socio-economic condition/status, your services are liable to be terminated immediately without any notice and without prejudice to such further action as may be taken under provisions of the Indian Penal Code for production of false Certificates/ Statement/Attested copies.

If you are willing to accept this offer of appointment on the terms and conditions mentioned above, you should report yourself for duty to the Directorate of Food Civil Supplies & Consumer Affairs Department, Haryana, Chandigarh within 15 days from the receipt of this offer failing which this offer will be treated as cancelled.

  
**Joint Director (Administration)**  
**for Director General Food, Civil Supplies & Consumer**  
**Affairs Department Haryana.**






Government of Haryana/हरियाणा सरकार  
**Directorate of Food Civil Supplies & Consumer Affairs Deptt.**  
 खाद्य नागरिक आपूर्ति एवं उपभोक्ता मामले, निदेशालय

Endst. No. 5E(1)-2022/12768

Dated, Chandigarh, the 25.07.2022


A copy of the above is forwarded to the **Medical Superintendent, Govt. Multispecialty Hospital, Sector-16, Chandigarh**. He is requested that the candidate may immediately be examined on first entry into Govt. Service and a medical certificate of fitness may be issued.

  
**Joint Director (Administration)**  
**for Director General Food, Civil Supplies & Consumer**  
**Affairs Department Haryana**

Endst. No. 5E(1)-2022/12769

Dated, Chandigarh, the 25.07.2022


A copy of the above is forwarded to the Secretary, Haryana Staff Selection Commission, Sector-2, Panchkula with reference to their Memo No. HSSC/ Confd.Recomm/2022/3341, dated 30.06.2022 for information and necessary action.

  
**Joint Director (Administration)**  
**for Director General Food, Civil Supplies & Consumer**  
**Affairs Department Haryana**

Endst. No. 5E(1)-2022/12770

Dated, Chandigarh, the 25.07.2022

A copy of the above is forwarded to the Director, State Employment Exchange, Haryana, Rozgar Bhawan, Plot No. IP-6, Sector-14, Panchkula for information and necessary action.


  
**Joint Director (Administration)**  
**for Director General Food, Civil Supplies & Consumer**  
**Affairs Department Haryana**

Endst. No. 5E(1)-2022/12771

Dated, Chandigarh, the 25.07.2022

A copy of the above is forwarded to the following for information and necessary action:-

1. PS/DGFCS&CA (for kind information of worthy DGFCS&CA)
2. JCFA/DCFA, HQ.
3. DDO, HQ. He is informed that the candidates have been appointed against the vacant posts of Clerk.
4. Deputy Superintendent, Establishment Accounts Branch, Hqrs. He is informed that the candidates have been appointed against the vacant posts of Clerk.
5. DSE-III, HQ.
6. 2E(1) through DSE-I.
7. S.E.O., HQ.
8. Smt. Sikha Junior Programmer for uploading the order at website of the department.

  
**Joint Director (Administration)**  
**for Director General Food, Civil Supplies & Consumer**  
**Affairs Department Haryana**



**STANDARD COVERING LETTER TO ENDORSE THE 'ATTESTATION FORM' FOR  
VERIFICATION OF CHARACTER AND ANTECEDENTS**

**SECRET**  
**DATE BOUND**

To

**The District Magistrate,**  
\_\_\_\_\_

**Subject: Verification of character and antecedents of candidate for the post of**  
\_\_\_\_\_

Sir,

I am directed to say that Shri \_\_\_\_\_ whose particulars are entered in the enclosed ATTESTATION FORM is a candidate for the post of \_\_\_\_\_. To enable this Department/office to determine the suitability of the candidate for Government service.

2. I am to request you kindly to certify on the basis of the information available in your records whether he has come to adverse notice or not and whether there are any facts about him on record which would render him unsuitable for employment under Government.

3. In this connection, it may be stated that the criteria to be observed for determining suitability of candidates as prescribed by the Government of India are that no person should be considered unfit for appointment solely because of his political opinions but care has to be taken not to employ persons who are likely to be disloyal and to abuse the confidence placed in them by virtue of their appointment. Persons who are actively engaged in subversive activities including members of any organisation, the avowed object of which is to change the existing order of society by violent means, should be considered unfit for appointment under Government. An individual may be considered unsuitable for public employment only on the ground of his actual participation in or association with any objectionable activity or programme. Specifically, the following shall be considered undesirable for employment in civil posts in the public services :—

- (a) those who are, or have been members of, or associated with, anybody or association declared unlawful after it was so declared, or
- (b) those who have participated in, or associated with any activity or programme:
  - (i) aimed at the subversion of the Constitution,
  - (ii) prejudicial to the interests of the sovereignty and integrity of India or the security of the State, or

- (iii) aimed at the organised breach or defiance of the law involving violence,
- (iv) which promotes on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people.

Participation in such activities at any time after attaining the age of 21 years and within three years of date of enquiry should be considered as evidence that the person is still actively engaged in such activities unless in the interval there is positive evidence of a change of attitude.

2. It is requested that it may be specifically indicated whether or not the candidate is suitable, for Government service in the light of the criteria mentioned above and if he is considered unsuitable, a brief statement of the grounds for the opinion expressed may be added. The result of the scrutiny may be communicated immediately to this Department/Office and within a period of four weeks.

3. Applicable to cases covered by paragraph 2 of M.H.A. O.M. No. 3/15/S/65 Estt. (B) dated 8-3-1968 only. Steps may kindly be taken to establish the candidate's identity and after this is done a certificate may please be recorded to this effect along with your report on the suitability of the candidate.

**Yours faithfully,**

**Sd/-**

**Competent authority authorized by Appointing Authority**

**Endst. No.** \_\_\_\_\_

**Dated:** \_\_\_\_\_

A copy of this letter alongwith ATTESTATION FORM is forwarded to the following for further necessary action within the time limit prescribed by Government :-

1. Addl. Director General of Police (CID), Haryana, Haryana Civil Secretariat, Chandigarh.
2. Superintendent of Police, District \_\_\_\_\_

**Sd/-**

**Competent authority authorized by Appointing Authority**



<b>'ATTESTATION FORM'</b>			
Affix signed passport size (5 cm. X 7 cm. Approx) copy of recent photograph		<b>WARNING:</b>	
		1.	THE FURNISHING OF FALSE INFORMATION OR SUPPRESSION OF ANY FACTUAL INFORMATION IN THE ATTESTATION FORM WOULD BE A DISQUALIFICATION, AND IS LIKELY TO RENDER THE CANDIDATE UNFIT FOR EMPLOYMENT UNDER THE GOVT.
		2.	If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc., subsequent to the completion and submission of this form, the details of communicated immediately to the authorities to whom the attestation form has been sent earlier, failing which it will be deemed to be a suppression of factual information.
		3.	If the fact that false information has been furnished in the Attestation Form comes to notice at any time during the service of a person, his services would be liable to be terminated.
1.	Name in full (in block capitals) with aliases, if any (Please indicate if you have added or dropped in any stage any part of your name or surname)	SURNAME	NAME
2.	Present address in full (i.e. Village, Thana and District or House No. Lane/Street/Road and Town.		
3.	(a) Home Address in full (i.e Village, Thana, and District or House No.Lane/Street/Road and Town andname of District Headquarters.  (b) If Originally a resident of Pakistan,the address in that country and thedate of migration to Indian Union.		
4.	Aadhar Card No.		
5.	PAN No.		
6	Nationality		





	Wife/Husband						
	Brother(s)						
	Sister(s)						

12. Information to be furnished with regard to sons(s) and/or daughter(s) in case they are studying /living in a foreign country:

	Name	Nationality (by birth and/or by domicile)	Place of birth	Country in which studying/ living with full Address	Date from which studying/ living in the country mentioned in previous column

13. Educational Qualification showing places of education with years in Schools and Colleges since 15th years of age.

Name of School/College Examination passed with full address	Date of entering	Date of leaving

14 (a) Are you holding or have any time held an appointment under the Central or State Government or a Semi-Government or a Quasi-Government body, or an autonomous body, or a public undertaking, or a private firm or institution? If so, give full particulars with dates of employment up-to-date.

Period		Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service.	Period
From	To				



14(b)	<p>If the previous employment was under the Government of India, a State Government/ an Undertaking owned of controlled by the Government of India of a State Government/ an Autonomous Body/University/ Local Body.</p> <p>If you had left service from Government of India on giving a month's notice under the rules 5 of the Central Civil Services (Temporary Service) Rules, 1965 or any similar corresponding rules applicable in the State Government where you were working any disciplinary proceedings were framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before, your services actually terminated?</p>																																					
15 (i)	<table border="1"> <tr> <td>(a)</td> <td>Have you ever been arrested?</td> <td>Yes/No</td> </tr> <tr> <td>(b)</td> <td>Have you ever been prosecuted?</td> <td>Yes/No</td> </tr> <tr> <td>(c)</td> <td>Have you ever been kept under detention?</td> <td>Yes/No</td> </tr> <tr> <td>(d)</td> <td>Have you ever been bound down?</td> <td>Yes/No</td> </tr> <tr> <td>(e)</td> <td>Have you ever been fined by a Court of Law?</td> <td>Yes/No</td> </tr> <tr> <td>(f)</td> <td>Have you ever been convicted by a Court of Law for any offence?</td> <td>Yes/No</td> </tr> <tr> <td>(g)</td> <td>Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution ?</td> <td>Yes/No</td> </tr> <tr> <td>(h)</td> <td>Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/ selection?</td> <td>Yes/No</td> </tr> <tr> <td>(i)</td> <td>Is any case pending against you in any Court of Law at the time of filling up this application form?</td> <td>Yes/No</td> </tr> <tr> <td>(j)</td> <td>Is any case pending against you any University or any other educational authority/Institution at the time of filling up this Attestation Form ?</td> <td>Yes/No</td> </tr> <tr> <td>(k)</td> <td>Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise?</td> <td>Yes/No</td> </tr> </table>					(a)	Have you ever been arrested?	Yes/No	(b)	Have you ever been prosecuted?	Yes/No	(c)	Have you ever been kept under detention?	Yes/No	(d)	Have you ever been bound down?	Yes/No	(e)	Have you ever been fined by a Court of Law?	Yes/No	(f)	Have you ever been convicted by a Court of Law for any offence?	Yes/No	(g)	Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution ?	Yes/No	(h)	Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/ selection?	Yes/No	(i)	Is any case pending against you in any Court of Law at the time of filling up this application form?	Yes/No	(j)	Is any case pending against you any University or any other educational authority/Institution at the time of filling up this Attestation Form ?	Yes/No	(k)	Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise?	Yes/No
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15 (ii) If the answer to any of the abovementioned questions is 'Yes' give full particulars of the case arrest/detention/fine-conviction/sentence/punishment etc. and/or the nature of the case pending in the Court/University/Educational Authority etc., at the time of filling up this form.

NOTE:	(i)	Please also see the 'warning' at the top of this Attestation Form.
	(ii)	Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

16 Name of two responsible persons of your locality or two references to whom you are known alongwith the Identity Certificate given by them in the enclosed proforma.

1	
2	

### DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.

I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of candidate \_\_\_\_\_  
 Date \_\_\_\_\_  
 Place \_\_\_\_\_

### TO BE FILLED BY THE OFFICE

- (i) Name, designation and full address of the appointing authority.
- (ii) Post for which the candidate is being considered.

Contd.....



**IDENTITY CERTIFICATE**

(Certificate to be signed by anyone of the following)

- (i) Gazetted Officers of Central or State Government;
- (ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian is ordinarily resident;
- (iii) Sub-Divisional Magistrates/Officers ;
- (iv) Tehsildars or Naib/Deputy Tehsildar authorised to exercise magisterial powers;
- (v) Principal/Head Master of the recognised School/College/Institution where the candidate studied last;
- (vi) Block Development & Panchayat Officer;

Certified that I have known Shri/Smt./Kumari \_\_\_\_\_  
 son/ daughter of Sh. \_\_\_\_\_ for the last  
 \_\_\_\_\_ years \_\_\_\_\_ months and that to the best of my  
 knowledge and belief the particulars furnished by him/her are correct.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Place \_\_\_\_\_

**Designation or status and address**