

**SERVICE CERTIFICATE**

**(Central Government)**

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

Station with date .....

Signature and Name in block letter and Designation

Of the Head of Office with Stamp.

Complete address and Telephone No. of Office.....

.....

.....

**SERVICE CERTIFICATE**

**(State Government)**

Certified that Smt /Sri..... is working in the Office/ Ministry of

..... He/ She is a regular employee of State Government /

Autonomous Body/ PublicSector Undertaking fully financed/ partially financed by the State Government

and his/ her services are transferable/ non-transferable anywhere in the State.

Station with date .....

Signature and Name in block letter and Designation

Of the Head of Office with Stamp.

Complete address and Telephone No. of Office .....

.....

.....

**CERTIFICATE OF NUMBER OF TRANSFERS**

I, ..... (Name)..... (Rank/ Designation)  
 ..... (Office), do hereby certify that during the past 7 years (up to  
 31.03.2017) . I have been transferred ..... Times (In figures and words) from  
 one station to another, the details of which are given as under:-

S. No.	Office/ Unit	Place/ Station	Distance between the two stations (Km)	Designation	Date		Period of Stay	Order No.
					From	To		

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

Signature of Mother/ Father

**COUNTERSIGNATURE**

I, ..... (Name) ..... (Rank/ Designation)  
 ..... of .....Unit/ Department, hereby certify  
 that the particulars given in the above have been authenticated by the records held in the office and  
 found correct.

Station with Date .....

Signature of the Head Office with Stamp  
 (with Name, Designation and Office Stamp)

Complete Address and Telephone No. of Office .....  
 .....

Note: Minimum period of posting/ stay at a place should be minimum six months.