To, Date-……./06/2020

The Chairman/Secretary

District Primary School Council, Purulia

P. O.+ Dist - Purulia

Through the Sub- Inspector of Schools

…………………………………. Circle

*Sub- Application for 10 years benefit as per G. O. No 437-SE(P&B)/SL/5S-408/19; Dated-13/12/2019*

Respected Sir,

 I, …………………………………………… H. T./A. T. of ………………………………. J. B./ Primary School under …………………………………….. Circle, Joined my first school at ……………………………………………. J. B./ Primary School under …………………………… circle on …../…../20…… as per D. P. S. C. Purulia Memo No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_/\_\_/20\_\_\_\_. I have completed my 10 years continuous satisfactory service on …../…../20….. . I want to take my 10 years benefit (one additional increment in same level) on 01/07/2020 as per G. O. No 437-SE(P&B)/SL/5S-408/19; Dated-13/12/2019.

 So, please take necessary action for the purpose.

Date:- …../…../2020. Your faithfully

 ………………………………………….

 H.T./A.T.

 …………………………………. J. B./ Primary School

 ………………………………….. circle

 Dist – Purulia

Enclose with:-

1. Xerox copy of Appointment Letter
2. Xerox copy of joining letter