

To
The Chairman
Purba Medinipur District Primary School Council
Salgachia Station Road
Tamluk, Purba Medinipur.

Through:- The S.I.(S), Bhagwanpur-I Circle
Kajlagarh, Purba Medinipur.

Sub:- Prayer for 10 (Ten) Years benefit.

Respected Sir,

I am.....an Assistant Teacher of
.....School, P.O.:-.....
P.S.:-.....under Bhagwanpur-I Circle. I have completed 10 (ten) years
of continuous service in the post of Assistant Teacher under Purba Medinipur District
Primary School Council on/..../2020.

I am to request you to take necessary step so that I can get appropriate
financial benefit for my completing 10 (ten) years of service.

I opt to get the same financial benefit from 1st July,2020. Necessary
documents are enclosed herewith for your kind consideration.

Yours faithfully

Date:-...../...../2020

Place:-.....

.....

(Full Signature of the Teacher)

Enclosures:-

- 1) Photo copy of first appointment letter.
- 2) Photo copy of first joining letter.
- 3) Photo copy of first confirmation letter.
- 4) Photo copy of Transfer Order copy and joining letter.