

To  
Chairman  
..... District Primary School Council  
.....

Through  
The Sub- Inspector of Schools  
..... Circle , .....

Sub: Application for taking 18 years benefit  
as per G.O. No 437-SE(P&B)/SL/5S-408/19 ;  
Dt.- 13/12/2019.

Sir / Madam ,

I, ..... H.T. / A.T.  
of ..... School under  
..... Circle, joined my first school named  
..... School under ..... Circle  
on ..... as per Memo no. ....  
Dt..... I had completed my 18 years continuous satisfactory  
service on ..... I want to take my 18 years benefit (one additional  
increment in the same level & then promoted next higher level & placed next  
higher cell) on ..... as per G .O. No. 437-SE(P&B)/SL/5S-408/19 ;  
Dt.- 13/12/2019.

So sir/madam please take necessary action for the purpose.

Dt.-

Yours faithfully

.....

H.T. / A.T.

..... Under

..... Circle