

FORMAT OF CERTIFICATE FROM THE APPOINTING/CONTROLLING OFFICER.

To Whom it may concern

This is to Certify that Shri/Mrs _____ aged _____ years son/daughter of _____
is a regular employee of this Department/Directorate/Office since _____. He/She is working as
_____ which is a sanctioned post.

Dated _____

Name _____

Place _____

Designation _____

Seal _____

Phone No. _____

Mobile No. _____

For Office Use :

Verification checks before accepting the application:

1. All mandatory fields are filled properly.
2. Signature of applicant & date of submission is mentioned
3. Following necessary documents are to be submitted along with the application.

(i) Two Passport Size Photographs

(ii) Birth Certificate/School Certificate

(iii) Any one of Residential Proof (Ration Card/Patta/IPIC/
Electricity Bill/Telephone Bills/Headman Certificate).

(iv). Certificates of all institutions in Meghalaya where studied in

(v). Supporting Documents why Permanent Resident Certificate is required

Verified & Accepted by :

Signature of Receiving Assistant & Date.