

प्रति,  
सन्मा.प्रशासकीयाधिकारी (शाळा)  
----- विभाग,  
-----,

अर्जदार: श्री/श्रीम : \_\_\_\_\_  
विषय:- महापालीका शिक्षण खात्यात मानीव कायमत्व मिळण्याबाबत.

महोदय,

उपरोक्त विषयातर्गत कारणासाठी सादर केलेल्या अर्जाच्या अनुषंगाने श्री/श्रीम :  
\_\_\_\_\_ अर्ज करित आहे. मि शिक्षण क्षेत्रात महानगर  
पालिकाच्या सेवेत \_\_\_\_\_ वर्ष पासून कार्यरत आहे. माझा कर्मचारी सांकेतांक \_\_\_\_\_  
आहे. दिनांक \_\_\_\_\_ तारीखेस खात्यात दाखल झालाअसुन दिनांक \_\_\_\_\_ या तारीखेस ०३ वर्ष  
पुर्ण होऊन घेलेली आहे, मला खात्यात मानवीय कायमत्व मिळण्याकरीता विनंती करीत आहे.

कृपया मानवीय कायमत्व मिळवुन द्यावी, ही नम्र विनंती.

धन्यवाद

आपला विश्वासु

(-----)

सोबत:-

- १) परीपत्रक ०१ ते ०९
- २) कार्यालयीन आदेश
- ३) शाळेची दाखला
- ४) १०वी गुणपत्रक व प्रमाणपत्र
- ५) १०वी Isolated मराठी गुणपत्रक
- ६) १२वी गुणपत्रक व प्रमाणपत्र
- ७) डि.एड. गुणपत्रक व प्रमाणपत्र
- ८) MSC-IT प्रमाणपत्र
- ९) ओळखपत्र(म.न.पा.)
- १०) जातीचा प्रमाणपत्र
- ११) जातवैध्यता प्रमाणपत्र
- १२) नियमित नियुक्ती आदेश
- १३) रजेचा माहिती.प्रपत्र(३ वर्ष)

प्रति,  
सन्मा.प्रशासकीयाधिकारी (शाळा)  
\_\_\_\_\_ विभाग, यांजकडे श्री/श्रीमती . \_\_\_\_\_ हिचा  
अर्जपुढील कार्यवाही साठी सविनय सादर



# MUNICIPAL CORPORATION OF GRETER MUMBAI

Sub: Confirmation of Shri \_\_\_\_\_

Education Officer

As required the latest information in respect of Shri \_\_\_\_\_  
Ag. \_\_\_\_\_ working in \_\_\_\_\_ office is given below.

- 1) A) Name :  
(Beginning with surname)
- B) Alias(Nee Mane if any)
- 2) Employee Code No. :
- 3) Date of appointments in Corporation :  
In entry post with designation  
a) Trained Teacher  
b) Spl. Teacher  
c) Craft Teacher
- 4) Date of appointment promotion post. :
- 5) Date of appointment :  
a) Senior Sp.Teacher  
b) Dy. Head Master  
c) Head Master
- 6) Details of previous conformation, if any :  
a) Confirmed as (designation)  
b) Confirmed in (Deptt.)  
c) Effect of confirmation  
d) Office order No. & Date.
- 7) Whether the employee has produced :  
M.M.E.s fitness at the stage of initial  
appointment as per Rule 9 of M.S.R.?
- 8) Whether there are any adverse :      Year      Adverse Remarks  
Remarks in C.H. Sheet for 3 Years?      1. \_\_\_\_\_ Yes /No  
If there any adverse remarks in      2. \_\_\_\_\_ Yes /No  
C.H. Sheet then the copy of the      3. \_\_\_\_\_ Yes /No  
Remarks communicated to the  
Employee may be enclosed  
Along with this.

9) Whether the employee is at present :  
Undergoing any punishment? If yes  
Give details along with the copy  
Of punishment order served on him  
Also specify the date on which the  
Said punishment will be completed.

10) Whether any P.E./D.E. is pending :  
Or proposed to be held against him/  
Details of charges.

11) Name of Deptt. Where SR/LR is :  
Maintained.

12) Remarks. If any :

Declaration of Shri \_\_\_\_\_ Ag. \_\_\_\_\_  
As per circular No.AOE/Gen/4476 of 28-01-1992 is enclosed here with .

Administrative Officer  
Ward Office

Office :  
The information mentioned above at Sr.No. \_\_\_\_\_ and on  
declaration is verified from employee's SR/LR which is maintained by this office.

Administrative Officer  
Ward Office



# MUNICIPAL CORPORATION OF GRETER MUMBAI

## PROFORMA

Declaration to be give by the Municipal employees as per Circular No.AOE.Gen/247 dated 25.02.1987 (further modified under circular No. AOE/Gen/612 dated 30.03.1988 and AOE/Gen/247 dated 28.01.1992)

1. Full Name of employee :
2. Designation :
3. Department
4. Employee Code No. :
5. Present posting (please mention :  
The ward limit in which ward the  
Office is located.
6. Posting during last three years :  
(please mention ward in which  
The places of work were located.)
7. Whether permanent or temporary :
8. Pay and Grade. :
9. Date of joining Municipal Service. :
- 10.Date of Birth :
- 11.Whether any chages sheet is received  
If so details there of
- 12.Whether any court Case is pending  
If so details there of
- 13.Whether the employee is undergoing  
Any punishment If so details there of
- 14.In case of obtaining passport
  - 1) Please intended to be visited
  - 2) Duration of visit
  - 3) Purpose of visit
  - 4) Sources from which expenses  
Will be me:



I Shri \_\_\_\_\_ Designation \_\_\_\_\_ do hereby declare that the above information as furnished by me is true to the best of my knowledge and belief and if the same is found to be untrue. I know that I am liable for disciplinary notice.

I further undertake that on receipt of the passport as applied by me. I will produce the original thereof for perusal of Heads of the Department/ward officers/ Deans along with a certified copy thereof for office record and further undertake to do so every year till the expiry of validity of the passport and that I will not leave the country without knowledge of Heads of the Departments/Ward officers/Deans. (to be retained only in cases of passport and in other cases this portion be scored put)

Signature of the Employee

Recommendation from  
Head of the Department/  
Ward Officer/Deans.

Signature Designation



प्रति,  
सन्मा.प्रशासकीयाधिकारी (शाळा)  
\_\_\_\_\_ विभाग,  
\_\_\_\_\_,

विषय:- रजेची माहिती मिळण्याबाबत.

महोदय,

उपरोक्त विषयातर्गत कारणासाठी सादर केलेल्या अर्जाच्या अनुषंगाने श्री/श्रीमती: \_\_\_\_\_ कर्मचारी सांकेतांक \_\_\_\_\_ आहे. दिनांक \_\_\_\_\_ या तारीखेस खात्यात दाखल झालाअसुन ०३ वर्षात उपभोगलेल्या रजेची माहिती खालील प्रमाणे आहे.

अ.क्र.	कालावधी	रजेचा प्रकार	हजर दिनांक	दिवस

वरील कर्मचारी लागल्यापासुन ३ वर्षात कोणत्याही अर्धपगारी, बिनापगारी रजा उपभोगलेला नाही सर्व विषय तुमच्या माहिती करीता सादर.

धन्यवाद

मुख्याध्यापक

