CERTIFICATE BY HOD OF THE BUYER

1. **It is certified that Shri …….S/o Shri ……has been working/worked under me for the last …….years. During the period, no case of indiscipline has been reported against him.**

2. **His current pay scale is ……and is holding the designation …….equivalent to the level Class 1 Officer.**

Or

At the time of his retirement on (date) …….his pay scale was …….and held the appointment ……..tenable by officers of the level Class 1 Officer.

3. **The above stated information is true, to the best of my knowledge.**

Place : ……

Date : …….. **( )**

HOD/Manager HR