

THROUGH PROPER CHANNEL

TO

The Chief Engineer/ _____
_____.

Subject:- Extension in service beyond the age of 55 years.

R/Sir,

It is stated that I am working as _____ in the office of _____ . My date of Birth is _____ , thus I would be attaining the age of 55 years on _____.

It is, therefore, requested that extension for retaining in service for next 3 years beyond the age of 55 years may kindly be granted to me. My particulars are as under please.

1. Name & Designation. _____
2. Father's Name _____
3. Date of Birth _____
4. Date of joining _____
5. Date of joining the present Post. _____
6. Date of joining the PTPS _____
7. Charge Sheet/Show cause Notice pending if any _____

Particulars Verified

Yours Faithfully,

(Name.)

Extension for retaining in service for next 3 years beyond the age of 55 years is hereby recommended.

Controlling officer.