

**To
The Chairman
District Primary School Council,
Burdwan**

**Sub.: Option for fixation of pay w.e.f. 1st July..... due to completion
of.....years of service on**

Sir,

I have the honour to inform you that I have completed.....years of continuous and satisfactory service on, the date of first joining in the service is being

Now, I do hereby opt to have my years benefit w.e.f. 1st. July .
after earning my normal annual increment.

Yours faithfully,

Assistant teacher / Head teacher
.....School

Verified with the Service Book
and recommended.

Sub-Inspector of Schools
..... Circle

Hope that this may kindly be accepted. Thanking you,

Memo No.:

Date :....

Forwarded for information and taking necessary action to

The Chairman, District Primary School Council, Burdwan

Sub-Inspector of Schools
..... Circle