

## [Name & Complete Address of Organization]

Office Dispatch No.

Date:-

### To Whom It May Concern

This is to certify that .....  
[Employee's Name] has been employed as.....  
[Designation] for the period from.....to ..... in  
..... [Name of the Office]  
during the..... [Name of Financial Year] and currently working  
as.....[Designation] in ..... [Name  
of Office]

The Income Details of the above said employee during the concerned Financial Year is as follows: -

<b>Whether Organization is Government/PSU/Non-Government/Private Ltd/Other:</b>	
<b>Whether Employee is Permanent/Temporary/Contractual/Other :</b>	
<b>Whether Employee belongs to Central Government/State Government/PSUs/Other :</b>	
<b>Gross Annual Salary (In Rupees) :</b>	
<b>Please mention the attached Documentary Evidence (GA55/Form 16/Form 16A/ITR/Annual Salary Statement):</b>	
<b>If Employee belongs to State Government than please mention Pay Level (L-) :</b>	
<b>If Employee belongs to Central Government than please mention Pay Level (L-) :</b>	

This certificate is being issued upon the request of the employee. I confirm that the above details are true and accurate to the best of undersigned's knowledge.

**Name, Signature & Office Seal  
of Employer/DDO/HOO/HOD**