

Discharge certificate

Sri/Smt/Kum.....is/had been working as
..... in the
Department/Office.....from.....
to..... He/she/is/was drawing Rupees..... As
pay (in the scale of Rupees) with/without
allowances and his/her service have been are likely to be terminated with effect
from on account of(here insert, the exact
reasons(s) for discharge).

His/her work and conduct are/were..... (here insert the
option of the competent authority).

He/she was employed through the State public Service Commission/through the
Employment Service/from the open market after obtaining a non availability certificate,
from the local Employment Exchange/direct without reference to Government, Public
Service Commission or the Employment Service.

(Note: This Discharge Certificate should be produced at the Employment Exchange and
got entered in the registration records within 90 days from the actual date of discharge.
Otherwise the incumbent will lose his/her seniority of registration with the Employment
Exchange)

Signature

(Designation of Officer and Office Seal)