

# **EMPLOYEE AUTHORIZATION LETTER**

This is to Certify that Sri/Smt. \_\_\_\_\_

W/O or H/O \_\_\_\_\_ has been working

as a \_\_\_\_\_ in the office of \_\_\_\_\_

in \_\_\_\_\_ mandal of \_\_\_\_\_ district. Since \_\_\_\_\_

\_\_\_\_\_ having CFMS id \_\_\_\_\_ and HRMS id \_\_\_\_\_, it is

certified that this particular employee is working under my supervision.

Station:

Signature of the DDO

Date:

Counter Signed