**Tele : ……… Fax : ………. Indian Naval Canteen Service**

**E-Mail :……………………….. …………………………………**

File No. Date

The General Manager

Indian Naval Canteen Service

Navy Nagar, Colaba

Mumbai 400 005

 **APPOINTMENT ON CONTRACT/CASUAL BASIS**

1. Following person was employed in INCS………………… (Region) on contract basis for a period of one year/ 89 days during the period as detailed below:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Ser** | **Name & Designation** | **GM/ Third party** | **Present date of appointment** |
|  **From** |  **To** |
|  | **Contract Basis** |  |  |  |
| 1 |  |  |  |  |
|  | CASUAL BASIS |  |  |  |

2. It is certified that his/her/their performance during the period is found to be satisfactory. ACR in respect of above employee(s) is/are forwarded as enclosure. It is therefore requested that he/she/they may be considered for contractual appointment for a further period of one year/ 89 days.

 Signed

 Name

 Rank

 Designation

Encl:-….. ACR(s)