

**Recommendation Letter from HODs/Directors/Medical  
Superintendents: (Letter Head)**

It is certified that **Dr/Mr/Ms** .....  
Designation..... has served the  
.....Hospital /  
Institution under Delhi Government /MCD/NDMC for more than 15 years with a track  
record. Nothing adverse is reported against him/her. His APAR for last five years are  
very good. His/her name is recommended for **following extra-ordinary work:**

**(Signature)**

Name and Designation of Recommending Officer

Official Seal