

Form I
(See rule 4 & 7)

Place :.....

Date:.....

From

.....
Member,
Kerala Legislative Assembly.

To

The Secretary,
Kerala Legislative Assembly.

Sir,

I desire to have the services of Shri./Smt*
..... as the officer to assist
me in the performance of my duties as such member. He is at present working
as@

His rank in service is below the rank equivalent to Under Secretary to the Government.

His Head Quarters will be situated at Thiruvananthapuram®

Please issue me formal orders in the matter.

Yours faithfully,

.....
.....

Here enter Name and Permanent Address

@ Here enter the Designation and the Department or Institution in which the Officer is working.

® Here enter the name of place if the Headquarters is not Thiruvananthapuram.

¶ Here enter Signature and Name of Member.