

Government of West Bengal
Panchayats & Rural Development Department
Joint Administrative Building
Block - HC 7, Sector - III, Salt Lake
Kolkata - 700 106

No. 3014(16) - RD/O/C/5M - 05/2015

Date : 19.06.2015

From : Shri R. Chattopadhyay
Assistant Secretary to the
Government of West Bengal

To : 1. The District Magistrate
District - Bankura / Howrah / Hooghly /Nadia / North 24 Parganas / Paschim
Medinipur / Darjeeling

2. The District Panchayats & Rural Development Officer
District - Bankura / Howrah / Hooghly /Nadia / North 24 Parganas / Paschim
Medinipur / Darjeeling

Subject : Information of the Joint B.D.O.s

Sir,


I am directed to refer to to this department's earlier memo no. 4871(40) - RD/O/C/1E - 03/2014 (Pt. - I), dated 30.10.2014 and to state that no information as were requested under the said memo, have been received by this department. Due to wanting of the required information, the process of computerisation of the information of the Joint B.D.O.s can't be completed.

I am, therefore, directed to request you to kindly furnish information of the Joint B.D.O.s under your control, as per enclosed proforma including details of their previous postings (if any) at the earliest to this department for necessary action at this end.

This may be taken as extremely urgent.

Thanking you,

Yours faithfully,


Assistant Secretary to the
Government of West Bengal

Proforma regarding information of Joint BDO

Serial No.	Information Required	Information	Documents to be attached	Remarks
1	Name of the Joint BDO			
2	Date of Birth		Attested photocopy of relevant page of the Service Book or Madhyamik Admit	
3	Father's Name			
4	Date of Joining as Joint BDO		Attested photocopy of joining letter	
5	Type (Direct / Promotee)			
6	Caste		Attested photocopy of Caste Certificate	
7	Qualification		Attested photocopy of the last qualification achieved	
8	Permanent Address		Attested photocopy of the relevant page of Service Book	
9	Contact Details (Mobile number / E-mail ID etc.)			
10	Present place of posting		Attested photocopy of the Posting order, issued by this department	
11	Date of joining at the present place of posting		Attested photocopy of the joining letter	
12	Present Designation			
13	If posted in block, number of GP under the block			
14	Name of treasury			
15	Detail of previous postings as Joint BDO, with order no. And date of the P & RD department and date(s) of joining at each place of posting		Copy of posting order, issued by this department and copy of joining report	