

**GOVERNMENT OF WEST BENGAL
PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT
JOINT ADMINISTRATIVE BUILDING (6TH TO 9TH FLOOR)
BLOCK-HC/7, SECTOR-III,
BIDHANNAGAR, KOLKATA-700106.**

No: 3785(19) -RD/O/C/5M-02/2013(Part-II).

Dated: 14 /08/2014


**From : Shri G. Lahiri, WBSS,
Deputy Secretary
to the Government of West Bengal**

To : The District Panchayat & Rural Development Officer,

1. Derjeeling, Derjeeling.
2. Jalpaiguri, Jalpaiguri.
3. Cooch Behar, Cooch Behar.
4. Uttar Dinajpur, Raiganj.
5. Dakshin Dinajpur, Balurghat.
6. Malda, Malda.
7. Murshidabad, Berhampur.
8. Birbhum, Suri.
9. Bankura, Bankura.
10. Burdwan, Burdwan.
11. Purulia, Purulia.
12. Purba Medinipur, Tamluk.
13. Paschim Medinipur, Medinipur.
14. Hooghly, Chinsurah.
15. Howrah, Howrah.
16. Nadia, Krishnanagar.
17. South 24-Parganas, Alipur.
18. North 24-Parganas, Barasat.
19. Alipurduar, Alipurduar.

Sub: Forwarding the Application Format of Service Identity Card for Joint Block Development Officers with a request to circulate the same to all concerned.

The undersigned is directed to forward a copy of the **Application Format of Service Identity Card** for **Joint Block Development Officers** with the request to circulate the same to all concerned. This will take **immediate effect**.



Deputy Secretary
to the Govt. of W.B

Copy forwarded for information and taking necessary action to :

No: 3785(19)/1(1) -RD/O/C/5M-02/2013(Part-II).

Dated: 14 /08/2014

- ✓ 1. Computer Section of Panchayat & Rural Development Department, Govt. of West Bengal.


Deputy Secretary
to the Govt. of W.B

To
 The Joint Secretary
 Panchayat and Rural Development Department
 Government of West Bengal
 Joint Administrative Building (6th to 9th Floor)
 Block-HC-7, Sector-III, Bidhan Nagar (Salt Lake)
 Kolkata-700106.

[Through proper Channel]

Sir,
 With due respect I,....., Joint Block Development Officer,
 of.....would like to pray for
 issuance of 'Service Identity Card' in my favour so as to enable me in discharging my official duties smoothly.

Therefore, I am submitting below the necessary information in respect of myself in a table for your convenience and taking necessary
 action. I declare that all statements given by me are true and complete to the best of my knowledge and belief. I also declare that I have
 never applied for it before.

1) Name of the Employee (in Block Letters)	
2) Recent Coloured Photographs (Pass port Size) [one will be pasted on the space provided below and other two will be attached separately with this application]	
3) Designation	<i>Joint Block Development Officer</i>
4) Height	
5) Colour of Eyes	
6) Colour of hair	
7) Blood Group	
8) Visible distinguishing Marks (if any)	
9) Service	
10) Appointment	
11) If he / she already served under West Bengal Government, give details of that Post / Service.	
12) Date of Appointment to the post of Joint BDO (mention Appointment Order / Notification Number with Date)	
13) Signature of the incumbent	
14) Permanent Residential Address (as mentioned in the Service Book of the incumbent)	
15) Original Scale of Pay attached to the Post	<i>Pay Band-4, of Rs. 9000-Rs. 40,500/-</i>
16) Grade Pay (Original Grade Pay of that Scale)	<i>Rs. 4,700/-</i>
17) Date of Birth (as recorded in the service book)	
18) Remarks (Lost * /New/ Damaged) *Original copy of General Diary required to be attached	

Now, I humbly request you to be kind enough to issue 'Service Identity Card' in my favour at your earliest convenience.
 With regards,

Yours faithfully,

Dated:

(Signature of the Joint BDO)

Name (in block letters).....
 Designation.....
 Address.....
 Contact Number.....