

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

Memo no. 4871(40) – RD/O/C/1E – 03/2014 (Pt. – I)

Date : 30.10.2014

From : The Assistant Secretary to the
Government of West Bengal

To : 1. The District Magistrate,
District :

2. The District Panchayat & Rural Development Officer,
District :

Subject : Information of the Joint BDOs.

Sir,

I am directed to refer to the subject noted above and to say that, to computerise the information of the officers under Joint BDO cadre, some relevant information is required as per the proforma enclosed.

I am, therefore, directed to request you kindly to take necessary steps so that the required information may be received at this department as early as possible.

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			