



GOVERNMENT OF WEST BENGAL

Department of Personnel and Administrative Reforms

Common Cadre Wing

STATE SECRETARIAT

NABANNA, 7th Floor, Room No. 703

325, SaratChatterjee Road, Howrah-711 102

No. : 50-PAR(CCW)
O-3/13

Date : 21.01.2025


NOTIFICATION

The concerned authority of West Bengal Taxation Tribunal is hereby informed that there is possibility for promotion to the post of Lower Division Assistant in respect of Smt. Rashmi Roy Chakraborty, Peon (Group-D). So, the Tribunal is requested to forward the following documents and information within 31.01.2025 in respect of Smt. Roy Chakraborty:-

1. Annual Performance Report for the period from 01.04.2021 to 31.03.2024.
2. Attested photocopy of the 3rd page of the Service Book of the concerned employee.
3. Declaration of willingness/unwillingness in prescribed format and duly countersigned by appropriate authority.
4. Statement on D.P./Vigilance Clearance.
5. Statement on up-to-date Asset Statement submission.

The West Bengal Taxation Tribunal is also requested to instruct the employee concerned to appear in the Document Verification Process in the Common Cadre Wing of Personnel and Administrative Reforms Department on any working day on and before 31.01.2025 from 11 a.m. to 4 p.m. with following documents/information:-

1. Service Book in original along with a self attested photocopy of the third page.
2. Admit card in original along with self attested photocopies of the Admit Card and Result of type test.
3. Admit Card of Madhyamik Examination in original along with self attested photocopy.
4. Certificate(s) of Educational Qualification in original along with self attested photocopies.
5. Appointment and Joining orders in original along with self attested photocopies.
6. Confirmation Order in original along with self attested photocopy.


OSD & EO Assistant Secretary
to the Govt. of West Bengal