To

The Deputy Secretary to the Government of West Bengal,

Department of Land & Land Reforms and Refugee Relief & Rehabilitation

‘Nabanna’ (6th Floor)

325, Sarat Chatterjee Road,

Howrah-711 102

(Through Proper Channel)

Sub: Prayer for confirmation of service.

Sir,

With due respect, I, Sri/Smt………………………………………………………., Revenue Officer, attached to the office of the B.L.&L.R.O,\_\_\_\_\_\_\_\_\_\_\_ ,District- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ would like to state that, as per order of the Joint Secretary to the Government of West Bengal vide Memo no. …………………………………………………………, Dated, Kolkata ……………………………………………………….., I have joined the Department of Land & Land Reforms and Refugee Relief & Rehabilitation as W.B.S.L.R.S., Grade-I on ………………………… in the forenoon. The photocopies of the appointment letter and joining report are enclosed herewith.

I have successfully completed three years of continuous service in this Department on …………………………………….At present, I am posted as Revenue Officer at the office of the B.L.&L.R.O,\_\_\_\_\_\_\_\_\_\_\_ , District- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I had submitted declaration of assets as they stood on ………………………………………………………………..within due time.

My service details are furnished below:

|  |  |
| --- | --- |
| Name of Service | W.B.S.L.R.S Grade-I |
| Date of Joining to this Department |  |
| Date of completion of continuous 3 years of service |  |
| Date of Birth |  |

In this regard, I do hereby pray to your good self to confirm my service and oblige.

Enclo: As stated above 1) 3rd page of Service book

2) Xerox of apptt. letter

3) Xerox copy of joining letter.

Dated:- ………/………../2023.

Yours faithfully

Revenue Officer,

B.L.&L.R.O,\_\_\_\_\_\_\_\_\_\_\_ ,

District- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_