

To  
The Accountant General/Dy Accountant General (Admn.)/  
Sr. Accountants Officer (Admn.I)  
O/o the Accountant General (A&E)1, West Bengal  
Treasury Buildings, No. 2 Government Place (West)  
Kolkata - 700001

Sir,

I submit herewith that I have applied /intend to apply online,/ for favour of onward transmission of an application for the post of ..... in ..... (Name of the Deptt./Office of the Central / State Govt. of the public undertaking, Autonomous Body, Semi-Govt. Organizations etc., concerned to be mentioned) for appearing in the .....examination (names and other details of the competitive examination concerned to be stated) of the Union /State Public Service Commission/ Staff Selection Commission/Banking Service Recruitment Board.

I submit herewith a form of certificate to be issued by the office as permission for appearing in the ..... Examination of the Union Public Service Commission / necessary post applied for by me for issue of No Objection Certificate to the U.P.S.C/other employer.

A copy of the advertisement / circular / notification for the post / competitive examination in response to which the enclosed downloaded application / form of certificate particulars / has been made / furnished, is attached herewith.

I beg to state that I am a Permanent/Quasi-Permanent Govt. Employee and I undertake hereby to abide by the conditions laid down in the G.I.M.H.A. O.M. No. 70/62/62-Ests. (A) dated 22/01/66 (for application for posts under Public Section, undertakings, autonomous bodies, Semi-Govt. Organization etc.) read with the CAG's letter No. 2293-NGE.III/79-77 dated 7.8.79 (b) G.I.M.H.A. O.M. No. 60/37-Este(A) dated 14.7.67 for applications for posts in other Central Govt. Deptts./Offices) or (c) Govt. of India, Cabinet Sectt. Deptt. of Personnel and A.R. O.M. No. 8/4/70-Ests (C) dated 6.3.74 (for application for posts in State Govt. Deptts./Offices).

I beg to state that I am a Temporary Govt. employee and I declare hereby that in the event of being selected for the post/posts applied for I shall resign from my post in this office.

Cont'd.

I submit in this connection that all materials/documents which are required to be furnished with the application, have been included and attached to the application (e.g. the particulars in respect of educational and other qualification, date of birth etc.) totally with the relevant particulars which stand incorporated in my service records in this office.

It is requested that the enclosed application/intimation may kindly be considered for noting in my service records / forwarded to the addressee mentioned therein as early as possible in order that it may reach by ..... (date) which is the last date fixed for receipt of the application.

Yours faithfully,

Dated:

(Signature of the Employee)

Name & Designation:

Encl :Nature of each of  
the enclosure to be  
indicated.

Name of the Section:

Extn / Mob. No.: