

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT (REVENUE)  
“NABANNA”, 325 Sarat Chatterjee Road, Howrah – 711 102**

**No: 1508- F.T /O/2A-01/2023 ST  
FIN-34011(12)/3/2023-REV SEC**

**Date: Howrah, the 28<sup>th</sup> August, 2023**

From : Sri Malay Ghosh, IAS  
OSD & EO Secretary to the Government of West Bengal.

To : Shri/ Smt. \_\_\_\_\_

Sub : Selection for appointment to the post of Assistant Commercial Tax Officer on the basis of results of the WBCS (Exe.) etc. Examination, 2020 – Group ‘C’ Services and Posts conducted by the Public Service Commission, West Bengal.

The undersigned is to congratulate him/her on success for selection for appointment to the post of Assistant Commercial Tax Officer in the Directorate of Commercial Taxes, West Bengal under this Department on the basis of results of the WBCS (Exe.) etc. Examination 2020 – Group ‘C’ Services and Posts conducted by the Public Service Commission, West Bengal and directed to say that his/her appointment is subject to satisfactory reports on both Police Verification and Medical Examination apart from fulfilment of other conditions as prescribed in the West Bengal Service Rules.

The undersigned is directed to request him/her to down-load Police Verification Roll (PVR) from Finance Department’s website, ‘www.wbfin.gov.in’ and submit two copies of filled-in forms in original by speed post/by hand to Room No. 1010, 10<sup>th</sup> Floor, ‘Nabanna’, 325 Sarat Chatterjee Road, Howrah – 711 102.

In case he/she is working under the State/Central Government and his/her PVR was completed at the time of his/her appointment, he/she should send an application to the undersigned, for collection of the same, instead of submitting filled-in PVR forms, as per the format enclosed.



**OSD & EO Secretary to the  
Government of West Bengal**

FORMAT for submitting information for PVR collection for the candidates  
working under the State/Central Government whose PVR was  
completed at the time of their appointment

1.	Name (in Block Letter)	
2.	Present Post / Designation	
3.	Service, if any	
4.	Name of Office	
5.	Complete postal address of the office (with PO/DT/PIN)	
6.	Date of Joining	
7.	Designation of the PVR custodian	
8.	Complete postal address of PVR custodian (with PO/DT/PIN)	
9.	e-mail id and phone no of the PVR custodian	

This is to submit that presently I am working in the above mentioned Office/Department under the \_\_\_\_\_ (name of State/Central Government) and my completed PVR is lying with the **custodian authority** as mentioned above. I am willing to join to the post of Assistant Commercial Tax Officer, in the Directorate of Commercial Taxes, West Bengal under Finance (Revenue) Department, Government of West Bengal on the basis of the results of the WBCS (Exe) etc. Examination, 2020 - Group 'C' Services & Posts conducted by the Public Service Commission, West Bengal as intimated vide No.1508-F.T. dated 28.08.2023 of Finance Department (Revenue).

I therefore earnestly request you to collect my completed PVR from my present Office/Department to join my new assignment in the West Bengal Revenue Service, West Bengal and oblige me.

Date .....

Place .....

(Signature of the candidate)

E-mail id:

Contact No:

## V E R I F I C A T I O N   R O L L

1. Name in full ( in Block letters) with aliases, if any, (Please indicate if you have added or dropped, at any stage, any part of your name or surname).

Surname

2. The name of the post and the service applied for.

3. Present address in full (i.e. village, thana and district or house number, lane/street and road).

4. (a) Home address in full (i.e. village, thana and district or house number, lane/street and road).

(b) If originally a resident of Pakistan, the address in that Dominion and the date of migration to Indian Union.

5. Particulars of place where you have resided for more than one year during the preceding five years.

From

To

Residential address in full (i.e. village, thana and district, or house number, lane/street and road).

6. (a) Father's name in full with aliases, if any. : (a)

(b) Present postal address (if give last address) : (b)

(c) Permanent Home address : (c)

(d) Profession : (d)

(e) If in service, give designation and official address. : (e)

7. (i) Nationality of
- (a) Father : (a)
  - (b) Mother : (b)
  - (c) Husband : (c)
  - (d) Wife : (d)
- (ii) Place of birth of
- (a) Husband : (a)
  - (b) Wife : (b)

8. (a) Exact date of birth : (a)
- (b) Present age : (b)
- (c) Age at Matriculation/  
School Final : (c)

9. (a) Place of birth, district  
and State in which it  
is situated. : (a)
- (b) District and State to  
which you belong : (b)

10. (a) State your religion : (a)
- (b) Are you a member of a  
Scheduled Caste/Sche-  
duled Tribe? : (b)  
Answer "YES" or "NO" and  
if the answer is "YES"  
state the name thereof.

11. Educational qualification showing places of education with years in schools and college since 15th year of age.

Name of School/College with full address	Date of entering	Date of leaving	Examination passed.

12. If you have at any time been employed give details.

Designation of post held or description of work.	Period		Full address of the office, firm or institution and reasons for leaving previous service.
	From	To	

13. Have you ever been arrested, detained or convicted by a court of any offence? If the answer is "YES" the full particulars of the arrest or detention or conviction and the sentence should be given.

14. Name of two responsible persons : (1) of your locality of the referees to whom you are known.

(2)

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Date : \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Candidate

(Certificate to be signed by a Gazetted Officer or Member of Legislature or other authority prescribed by the appointing authority)

Certified that I have known Shri/Shrimati \_\_\_\_\_  
son/daughter of Shri \_\_\_\_\_  
for the last \_\_\_\_\_  
years \_\_\_\_\_ months and that to the best of my  
knowledge and belief and particulars furnished by him/her are  
correct.

Signature \_\_\_\_\_

Designation \_\_\_\_\_  
or  
status and  
address \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature and designation of the  
Issuing Officer and the name of  
the Officer with full address  
and date.

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RBY/ABC