

To
The Director of Health Services,
West Bengal,
Swasthya Bhawan, GN 29 Sector V,
Salt Lake, Kolkata 700091,

Subject: Movement to Pre-revised Scale No. 19 (25 years MCAS benefit)

Reference :- i) Finance Department's Memorandum No. 1058-F(P), dated 28.12.2012, issued
by the OSD & EO Joint Secretary to the Govt. of West Bengal
ii) Circular vide Memo No. HPT/32M-03-13/A 3527, dated 10th May, 2013

Sir,

I, beg to state that I, Dr
an Officer belonging to WBHS/WBPHAS Cadre, have completed 25 years of regular service on
the date of and have been drawing Salary in the Pre-revised Pay Scale 18
since

I pray for consideration for movement to the Pre-revised Pay Scale 19 as
per provision of the Memorandum under reference (i) .

In this connection, I am furnishing some relevant service particulars along with
copies of orders for ready reference as under:-

1. Joining in Service
 - a) Ad-hoc:
 - b) PSC:
2. Date of confirmation of service:
3. Date of effect of CAS -II 16 years service (Scale 18) :
4. Date of completion of 25 years of regular service:
5. Scale of Pay and Basic Pay as on date of completion of 25 years of service:
6. Assets Declaration Reciepts - Last 3 years:
7. Statement of Earned Leave availed :-
Five years Leave Statement prior to the date of effect of 25 years as per proforma
8. Duly filled up Proforma of sanction for Movement to Pre-revised Pay Scale 19

In anticipatiin of consideration of my prayer,

Yours faithfully

Full Signature
Name (In block letters)
Designation