

**ALL THE HOI ARE REQUESTED TO SUBMIT THE FOLLOWING PAPERS/DOCUMENTS AT THE TIME OF SUBMISSION FILE TO THE OFFICE OF THE D.I/S(SE),BANKURA FOR TIMELY DISPOSAL.**

<b>FOR 18 YEARS APPROVAL</b>	
1	CHECK LIST
2	FORWARDING LETTER OF HOI MENTIONING DETAILS
3	APPLICATION OF APPLICANT DULLY FORWARDED BY THE HOI
4	FILLED IN TRIPLICATE COPY OF 18 YEARS FORM( AVAILABLE IN OUR SITE)
5	ATTESTED PHOTOCOPY OF ALL APPROVALS
6	ATTESTED PHOTOCOPY OF UPDATED SERVICE BOOK WITH UPDATE LEAVE ACCOUNT
7	ATTESTED PHOTOCOPY OF ALL IPF(ROPA,98,09 &,19).
8	PHOTOCOPY OF SALARY REQUISITION FOR THE CURRENT MONTH
9	COPY OF M.C RESOLUTION/ ADMINISTRATOR'S ORDER.
10	CERTIFICATE OF REASON FOR DELAY (IF APPLICABLE)