"ONLINE NOTICE"

Ref. No. 2456/GEN DOP

Dated: 26/06/20

## NOTICE

This is to request all the concerned Head of Departments to submit the following documents in respect of Head Assistants, Upper Division Clerks and Lower Division Clerks who are working on officiating capacity under their Charge in order to confirm their promotion on substantive capacity. The details of documents to be submitted are as under:-

- 1. ACRs/APRs for the Financial Year, 2014-15, 2015-16, 2016-17, 2017-18.
- 2. Departmental Clearance.
- 3. Clearance Certificate of Bills/Taxes like Water Supply, Sewerage, Electricity, Ground Rent, Dhuri Khazana etc.

The documents may reach the Office of the undersigned latest by 30.06.2020.

Joint Secretary,

Department of Personnel

Joint Secretary
Department of Personnel
Government of Sikkim