

Office of the _____

No. _____ / Dated _____

From

(Name) _____

(Designation) _____

To

(Name) _____

(Current Designation) _____

(Current Address) _____

Sub: Transmission of PARs.

Sir,

I am sending herewith the PAR of the following Asst. Commercial Tax Officer for the period mentioned.

Name of the Officer with Designation during Period under Report.	Period

Kindly record your remarks as _____ [mention Reporting Authority (1st Reporting Authority or 2nd Reporting Authority)/ Countersigning Authority / Accepting Authority as the case may be] and arrange to transmit the PAR to the next Authority.

Please acknowledge the receipt.

Yours faithfully,

Memo No. _____ /

Dated _____

Photocopy of transmission record alongwith photocopy / copy of portions of PAR completed till date is forwarded to the PAR Unit of the office of the Commissioner of Commercial Taxes, Orissa, Cuttack.

Signature