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.

<table>
<thead>
<tr>
<th>Name of the Officer with Designation during Period under Report.</th>
<th>Period</th>
</tr>
</thead>
</table>

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