

To  
The Chairman,  
West Bengal Gramin Bank

Dear Sir,

In reply to your letter no. \_\_\_\_\_ Dated \_\_\_\_\_

furnish the following information of Shri /Smt. \_\_\_\_\_

- 1 Name of the candidate :
- 2 Father's name :
- 3 Period for which the candidate is acquainted with me :  
(Specify months & years)
- 4 Whether the candidate is related to me or not (State 'Yes' :  
or 'No')
- 5 Occupation of the father & mother of the candidate. :
- 6 My opinion about the family tradition, Status of the :  
Applicant.
- 7 Whether I consider him/her sober/temperate in habit. :  
(Please specify)
- 8 Whether the candidate is inclined to :  
a) Gambling :  
b) Speculation :  
c) Extravagant living :  
d) Indebtedness :  
e) Undesirable associates (State 'Yes' or 'No') :
- 9 Whether or not the candidate is addicted to Intoxicating :  
drug etc. (State 'Yes' or 'No')
- 10 My opinion regarding his/her moral character, honesty :  
and reliability. (Please furnish your comments)
- 11 Recommendation as to the candidature of the applicant :  
for service in the Bank (State 'Recommended' or 'Not  
recommended')
- 12 Other information, if any :

FULL NAME & ADDRESS OF THE REFEREE

\_\_\_\_\_  
\_\_\_\_\_

(Signature of the Referee)

Occupation (in details) with Seal

**Attention: Referee may please give due consideration to the note over leaf.**

**NOTE:**

**a) Referees must not be :-**

- i) Related to candidate as mentioned over leaf.**
- ii) Employees of this Bank.**
- iii) Directors of this Bank.**

**b) Referees to hold responsible position having good social back ground and antecedent.**

**Generally, Gazetted Officers of State / Central Govt., Registered medical practitioners, principles of colleges, Headmasters / Headmistresses of reputed Govt. / Govt. aided / Private institutions etc. are acceptable referees.**

**c) Period of acquaintance of the Referee with the candidate must be for more than two years.**

**d) Referees should be higher in position / rank in comparison to the position / rank for which the candidate is aspirant and this reference relates.**

**e) Referees should be preferably, older in age than the candidate.**