



**Government of West Bengal**  
**Department of Personnel and Administrative Reforms**  
**Common Cadre Wing**  
**State Secretariat, Nabanna, 7<sup>th</sup> Floor,**  
**325, Sarat Chatterjee Road,**  
**Howrah-711102**

**No. 182 – PAR (CCW)**  
**0-01/10 (Pt.I)**

**Date: 16.10.2020**

**From: Deputy Secretary**  
**to the Government of West Bengal**

**To : The Deputy/ Assistant Secretary**  
**\_\_\_\_\_ Department**

**Sir/Madam,**

The employee(s), whose names are annexed with this letter and posted as Lower Division Assistant/ Equivalent post(s) in your Department/Office, has/have been under consideration for promotion.

You are, therefore, requested to furnish the APRs for the period mentioned therein of the employee(s) concerned alongwith the following information:-

1. Whether there is any court case or Departmental Proceedings being initiated or being contemplated against the employee(s).
2. Whether the employee(s) submits Declaration of Assets regularly and up-to-date.
3. Whether the employee(s) is/are willing/unwilling to accept the forthcoming promotion.(Prescribed format is enclosed herewith)
4. Whether the employee(s) has passed the Departmental Type Test.
5. Whether the employee(s) belongs to SC/ST Category.
6. Self-attested copy of 3<sup>rd</sup> Page of Service Book of the employee(s).

The required information are to be sent to this department within 27.11.2020.

Encl:- as stated

Yours faithfully,

Sd/-

Deputy Secretary

**No. 182 /1(1) – PAR (CCW)**

**Date: 16.10.2020**

**Copy forwarded for necessary action to:**

- ✓ IT Cell, P&AR Department, Writers' Buildings, Kolkata-700001.

*RAC*  
Deputy Secretary

**Enclosures to letter no.182-PAR(CCW)**

**dated :- 16.10.2020**

Sl. No. (1)	Name of the Lower Division Assistants (2)	Department /Directorate/Offices (3)	Period
1.	Smt. Aditi Das	Power / Chief Engineer, Public Works Dte.	01.04.2016 to 31.03.2019
2.	Shri Amitava Das	Finance	01.04.2017 to 31.03.2020

*RN*  
Deputy Secretary to the  
Government of West Bengal

To,  
The Deputy/Assistant Secretary  
Personnel and Administrative Reforms Department  
Common Cadre Wing,

Sir/ Madam,

I would like to draw your kind attention that I am willing /unwilling to accept my forthcoming promotion to the post of -----as it would be admissible to the order of Personnel and Administrative Reforms (C C Wing) Department.

Yours faithfully,

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Name: (In Block Letter) -----

Designation: -----

Department: -----

Mobile no: -----

**Particulars of previous Departments :-**

Sl no.	Previous Department	Post	Duration of posting

Countersigned by Departmental Authority  
with seal.

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