

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  
(Email id: [paregov.ccw@gmail.com](mailto:paregov.ccw@gmail.com))

No. 17 - PAR(CCW)  
V-01/22

Date- 18/01/2022

From : The Assistant Secretary to the  
Government of West Bengal  
To : The Joint/ Deputy/ Assistant Secretary  
\_\_\_\_\_ Department

SUB: Report Regarding Sanctioned Strength and Present Strength of LDAs,  
UDAs, HAs and SOs as on 01.01.2022

Sir,

I am directed to request you to kindly furnish a detailed report about the sanctioned strength and the present strength of LDAs, UDAs, HAs and SOs along with the man-in-position of the said Cadres as per Acting Arrangement of your Department/Office as on 01.01.2022 in the following manner.

Sanctioned Strength				Present Strength			
L.D.A.	U.D.A.	H.A.	S.O.	L.D.A.	U.D.A.	H.A.	S.O.
The Name of The Employee							
L.D.A.		U.D.A.		H.A.		S.O.	

An early response is highly solicited.

Yours faithfully,

*G. Sarda*

Assistant Secretary