



GOVERNMENT OF WEST BENGAL

Department of Personnel and Administrative Reforms

Common Cadre Wing

STATE SECRETARIAT

NABANNA, 7th Floor, Room No. 703

325, Sarat Chatterjee Road, Howrah-711 102

No.: 212-PAR(CCW)
O-3/13

Date: 01:04:2024


NOTICE

It is hereby notified that there is a possibility of promotion to the post of Lower Division Assistant in respect of Shri Sunny Hazra, Record Supplier under the Department of Consumer Affairs. Therefore, the concerned Department is requested to provide the following documents/ information:

1. APRs for last three years, i.e. 01.04.2021 to 31.03.2023.
2. Declaration whether willing to accept promotion. (in prescribed format)
3. Attested copy of 3rd page of Service Book of the employee.
4. Whether there is any D.P./Vigilance Cases either pending or being contemplated against the employee.
5. Statement on up to date Asset Statement submission.

Shri Sunny Hazra is further requested to appear in the process of Document Verification in the Common Cadre Wing of Department of Personnel and Administrative Reforms on any working day on/before 15.04.2024 within 11 A.M. to 4 P.M. with following documents/information in original as well as self attested photocopies:

1. Service Book in original (Self attested photocopy of 3rd page only)
2. Admit Card and relevant page of the Result of type test.
3. Birth Certificate/ Admit Card of Madhyamik Examination.
4. Appointment and Joining Orders.
5. Confirmation Order.
6. Certificates of academic qualification.
7. Caste Certificate.


O.S.D. & E.O. Assistant Secretary
to the Government of West Bengal