



## GOVERNMENT OF WEST BENGAL

Department of Personnel and Administrative Reforms

*Common Cadre Wing*

STATE SECRETARIAT

NABANNA, 7<sup>th</sup> Floor, Room No. 703

325, SaratChatterjee Road, Howrah-711 102


No. : 132-PAR(CCW)  
O-01/2024

Date : 21.02.2025

### NOTIFICATION

All the Departments/Offices as mentioned in the column 3 of the annexure are hereby informed that the 15 (fifteen) Lower Division Assistants as mentioned in the column 2 of the annexure are on the verge of getting confirmed and there is also possibility for promotion to the post of Upper Division Assistant. So, the concerned Departments/Offices are requested to forward the following documents and information within 31.03.2025 in respect of those Lower Division Assistants whose names have been mentioned in the said annexure:-

1. Annual Performance Report for the period as mentioned in the column 4 .
2. Attested photocopy of the 3<sup>rd</sup> page of the Service Book of the concerned LDA.
3. Whether the services rendered by the concerned employee(s) have been continuous and satisfactory.
4. Whether the employee(s) who took other than Bengali/Nepali in Group-B in Part-II in the LDA Recruitment Examination, has passed Departmental Examination in Bengali (corroborating document is to be produced).
5. Whether the employee(s) concerned joined in the Forenoon or Afternoon session.
6. Declaration of willingness/unwillingness in prescribed format and duly countersigned by appropriate authority.
7. Attested photocopy of Caste Certificate (if applicable).
8. Statement on D.P./Vigilance Clearance.
9. Statement on up-to-date Asset Statement submission.

  
OSD & EO Assistant Secretary  
to the Govt. of West Bengal

**Annexure to Notice No.: 132-PAR(CCW) dated 21.02.2025**

<b>Sl. No.</b>	<b>Name of the LDAs</b>	<b>Name of Departments/Offices</b>	<b>Required APRs for the period of</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1.	Shri Ritam Nag	Personnel and Administrative Reforms	24.01.2022 to 23.01.2025
2.	Shri Ashankur Biswas	Personnel and Administrative Reforms	24.01.2022 to 23.01.2025
3.	Smt. Chaitali Halder	Women & Child Development and Social Welfare	09.02.2022 to 08.02.2025
4.	Smt. Monalisa Ghosh	West Bengal Administrative Tribunal	24.01.2022 to 23.01.2025
5.	Shri Biswajit Dhar	Home and Hill Affairs	24.01.2022 to 23.01.2025
6.	Shri Sandip Kumar Ghosh	Agriculture	01.02.2022 to 31.01.2025
7.	Smt. Menuka Diyali	Home and Hill Affairs	02.02.2022 to 01.02.2025
8.	Smt. Swati Mandal Bose	Food Processing Industries and Horticulture	01.02.2022 to 31.01.2025
9.	Shri Gobinda Biswas	Finance	24.01.2022 to 23.01.2025
10.	Shri Rahul Howlader	Tribal Development	01.02.2022 to 31.01.2025
11.	Shri Prosenjit Pramanick	Home and Hill Affairs	01.02.2022 to 31.01.2025
12.	Shri Prosun Munsu	Paschimanchal Unnayan Affairs	10.02.2022 to 09.02.2025
13.	Shri Gouranga Biswas	Kolkata Pay and Accounts Offices-II under Finance	21.02.2022 to 20.02.2025
14.	Shri Litan Biswas	Tourism	27.01.2022 to 26.01.2025
15.	Shri Santanu Mandal	Irrigation and Waterways	09.02.2022 to 08.02.2025

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



To  
The OSD & EO Assistant Secretary,  
Personnel and Administrative Reforms Department,  
Common Cadre Wing.

Sir,

I would like to draw your kind attention that I am willing / unwilling (put ✓ mark) to accept my forthcoming promotion to the post of \_\_\_\_\_ as it would be admissible to the order of Personnel and Administrative Reforms (Common Cadre Wing) Department.

Yours faithfully,

\_\_\_\_\_

Name (Block Letter) : \_\_\_\_\_

Designation : \_\_\_\_\_

Department : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Department's Contact No. (Landline) : \_\_\_\_\_

Present Residential Address : \_\_\_\_\_

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

Particulars of Previous Departments :-

SI No.	Previous Department/Office	Post/Designation	Duration of Posting

Countersigned by Departmental Authority  
with Seal

\_\_\_\_\_