

Government of West Bengal
Personnel & Administrative Reforms Department
Common Cadre Wing
State Secretariat, Nabanna, 7th Floor
325, Sarat Chatterjee Road, Howrah-711102
Phone No.2253-5102

No. 391 - PAR (CCW)
V-1/14 (pt.I)

Date: 04.11.2016

From : The Deputy Secretary
to the Government of West Bengal.

To : The Special Secretary/Joint Secretary
to the Government of West Bengal
_____ Department

Sir,

In order to assess the current strength of employees under the Secretariat Common Cadre, I am directed to request you to kindly send to this Department a report regarding sanctioned strength and present strength (men in position) as on 1.11.2016 for the posts of Section Officer, Head Assistant, Upper Division Assistant and Lower Division Assistant in your Department as per enclosed Proforma by 30.11.2016 for further necessary action at this end.

This may be treated as urgent.

Yours faithfully,

Encl: As stated


Deputy Secretary

Name of the Department:

Sanctioned Strength				Present Strength			
LDA	UDA	HA	SO	LDA*	UDA	HA	SO

Signature of
Deputy Secretary/Joint Secretary

*Please enclose a list containing the names of existing LDAs along with the above report.