



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT of PERSONNEL & ADMINISTRATIVE REFORMS**  
**(COMMON CADRE WING)**  
**STATE SECRETARIAT, NABANNA, 7<sup>th</sup> Floor,**  
**325, Sarat Chatterjee Road, Howrah-711102.**

No. 698-PAR(CCW)/Estt.  
M-14/17

Date: 29.10.2024

**Memorandum**

All the Departments and Attached Offices under Secretariat Common Cadre, West Bengal, are hereby requested to comply with memo no. 54-PAR(CCW)/I-1/20 dated 28.01.2020 and forward the names of Gr. D and non-technical Gr. C employees who have qualified in the Half-yearly type test conducted by NSATI, WB from 04.09.2024 to 13.09.2024 and whose names were forwarded through the Department of P. & A.R.

Sd/


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

No. 698/1(2) -PAR(CCW)/Estt.

Date: 29.10.2024

Copy forwarded for information and necessary/ appropriate action/record to:-

1. The Joint/ Dy. Secretary/Assistant Secretary, \_\_\_\_\_ Department;
2. Guard File.

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

(243)

*Government of West Bengal*  
*Personnel & Administrative Reforms Department*  
*(Common Cadre Wing)*  
STATE SECRETARIAT,  
NABANNA, 7<sup>th</sup> Floor,  
325, Sarat Chatterjee Road, Howrah-711102

From: Deputy Secretary to the  
Government of West Bengal

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

**No. 54-PAR(CCW)**  
I-1/20

**DATE: 28-01-2020**

SUB: Forwarding the names of successful Gr.D/non-technical Gr.C employees and/probationary L.D.A.s in Departmental Type Test/Departmental Examination in Bengali

Various Administrative Departments/Offices forward the names of eligible and willing LDAs, for the Half Yearly Departmental Examination in Bengali of Probationary Lower Division Assistants, to Public Service Commission, West Bengal as and when notified by the Commission with the instruction of this Department. The names of Gr.D/non-technical Gr.C employees, who are liable to pass the Computer Type Test before being considered for promotion to the post of LDA, as received from various Administrative Departments/Offices, are sent to ATI, WB for conducting their Computer Type Test from this Department. It has come to the notice that no Administrative Departments/Offices inform this Department about the name of the qualified candidate(s) who have passed in the respective examination. Certain irregularities have been detected by this Department towards allowing confirmation/ promotion to next higher post due to non-correspondence of the requisite information in time.

The undersigned is, therefore, directed to request him keep this Department posted by sending a report from time to time about the name of qualified candidate(s) who have passed in the aforesaid examination(s) positively as soon as the result is published.

This may be accorded priority.

*RAE*  
Deputy Secretary to the  
Government of West Bengal