



GOVERNMENT OF WEST BENGAL

Department of Personnel and Administrative Reforms

Common Cadre Wing

STATE SECRETARIAT

NABANNA, 7th Floor, Room No. 703

325, SaratChatterjee Road, Howrah-711 102

No. : 15-PAR(CCW)
O-3/13


Date : 09.01.2025

All the Departments/Offices as mentioned in the annexure are hereby informed that there is possibility for promotion to the post of Lower Division Assistant in respect of the employees whose names have been mentioned in the said annexure. So, the Departments/Offices are requested to forward the following documents and information within 31.01.2025 in respect of the Gr. D/non technical Gr. C employees whose names have been mentioned in the said annexure:-

1. Annual Performance Report for the period from 01.04.2021 to 31.03.2024.
2. Attested photocopy of the 3rd page of the Service Book of the concerned employee.
3. Declaration of willingness/unwillingness in prescribed format and duly countersigned by appropriate authority.
4. Attested photocopy of Caste Certificate.
5. Statement on D.P./Vigilance Clearance.
6. Statement on up-to-date Asset Statement submission.

The aforesaid Departments are also requested to instruct the employees concerned to appear in the Document Verification Process in the Common Cadre Wing of Personnel and Administrative Reforms Department on and before 31.01.2025 from 11 a.m. to 4 p.m. with following documents/information:-

1. Service Book in original along with a self attested photocopy of the third page.
2. Admit card in original along with self attested photocopies of the Admit Card and Result of type test.
3. Admit Card of Madhyamik Examination in original along with self attested photocopy.
4. Certificate(s) of Educational Qualification in original along with self attested photocopies.
5. Appointment and Joining orders in original along with self attested photocopies.
6. Confirmation Order in original along with self attested photocopy.
7. Caste Certificate in original along with self attested photocopy. (if applicable)


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

List of Gr. D/ non-technical Gr. C employees under consideration for promotion to the post of LDA

Annexure to the letter no.: 15-PAR(CCW)/O-3/13 dated 09.01.2025

Sl.No.	Names of the employees	Names of Departments/Offices	Dates of Joining to the service
1.	Shri Bipradas Ghosh	Law	29.11.2013
2.	Shri Tufan Pakhira	Public Health Engineering	08.06.2015
3.	Shri Tarun Saha	Women & Child Development and Social Welfare	24.09.2015
4.	Shri Debasish Poddar	Home and Hill Affairs	25.05.2017
5.	Shri Ajoy Kumar Singh	Irrigation and Waterways	17.01.2018
6.	Shri Avijit Gupta	Judicial	18.07.2018
7.	Shri Amit Naskar	Irrigation and Waterways	20.08.2018
8.	Shri Sourav Kirtania	Animal Resources Development	03.06.2019
9.	Smt. Priyasmita Pathak	Science, Technology and Biotechnology	10.07.2019
10.	Sk Mijanur Rahaman Mondal	Planning and Statistics	30.10.2019
11.	Shri Suwendu Roy	Finance	27.12.2019
12.	Shri Arunanshu Das	Finance	31.12.2019

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

Note: The above list has been prepared as per documents and information received from various Departments/Offices in reply to the memorandum no. 698-PAR(CCW) dated 29.10.2024.

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
