



**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. : 02-PAR(CCW)  
A-2/13

Date: 06.01.2025

NOTIFICATION


The matter of appointing LDAs/LDCs officiating under Directorates under Government of West Bengal to the post of LDA under Secretariat Common Cadre as per Notification No. 662-F(P2) dated 24.01.2019 of Finance Department is under consideration.

Therefore, all the departments/offices under the Secretariat Common Cadre, West Bengal are hereby requested to forward the names of eligible and willing LDAs/LDCs officiating in Directorates under their administrative control along with following documents and information to Common Cadre Wing of Department of Personnel and Administrative Reforms on or before 28.02.2025:

1. Attested photocopy of 3<sup>rd</sup> page of Service Book of the concerned employee(s).
2. Attested photocopy of Admit Card of Madhyamik Examination/ Birth Certificate.
3. Attested photocopies of Appointment, Joining and Confirmation order.
4. Attested photocopies of Certificate(s)/Mark-sheet(s) of Education Qualification(s).
5. Attested photocopies of Caste Certificate(s), if applicable.
6. Duly authenticated filled in Format-A and declaration as attached with this notification.

Important Notes:

1. There will be no scope for reversion to the Directorate once the order for appointment under Secretariat Common Cadre is published.
2. The declaration of willingness and filled in Format-A will be treated as final and unalterable once those are submitted to this Department.
3. This is applicable only for the employees under different Directorates, not for the employees of the Regional Offices under the Directorates.

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

etc

Format-A

Format for presenting information for appointment of LDAs/LDCs under different Directorates to the post of LDA under Secretariat Common Cadre

Name of Directorate: \_\_\_\_\_

Sl. No.	Name(s) of Employee(s) and Educational Qualification	DoB	First date of Joining to service under this Government	Date of joining under the Directorate i. Continuous ii. Confirmation	Procedure of appointment to the post of LDA/LDC (Direct/Transfer/Promotion)	If PSC recruit, year and rank	If not from PSC, Date of Confirmation and Order No.	Caste Category	Remarks *** (See Below)
1	2	3	4	5	6	7	8	9	10

\*\*\* 1. Whether there is any D.P. or Vigilance Case either pending or being contemplated against the employee(s).

2. Whether there is any Case running regarding fixation of seniority of any employee(s).

3. Percentage of Attendance and Absence (including early leave and leave without prior notice) for last three years, i.e. from 01.01.2021 to 31.12.2024.

**DECLARATION**

I do hereby declare that I am willing to join the post of Lower Division Assistant under Secretariat Common Cadre, West Bengal as per Notification No. 662-F(P2) dated 24.01.2019 of Finance Department, Government of West Bengal. I am well aware of the fact that there will be no scope for expressing unwillingness to join the said post after issuance of the order for appointment on transfer.

Name : \_\_\_\_\_

Name in Capital Letters:

Contact No.:

Countersigned with seal