



## 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. : 50 -PAR(CCW)  
O-01/2024

Date : 28.01.2026

### NOTIFICATION

All the Departments/Offices as mentioned in the column 3 of the annexure are hereby informed that the 32 (thirty two) 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 16.02.2026 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.: 50-PAR(CCW) dated 28.01.2026**

<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 Arnab Das	Minority Affairs and Madrasah Education	24.01.2023 to 24.01.2026
2.	Shri Arghadeep Patra	Judicial	27.01.2023 to 26.01.2026
3.	Shri Subhadip Biswas	Information and Cultural Affairs	19.01.2023 to 18.01.2026
4.	Shri Debajyoti Adhikari	Finance	24.01.2023 to 23.01.2026
5.	Smt. Bipasha Banerjee	Kolkata Pay and Accounts Office I under Finance	30.01.2023 to 29.01.2026
6.	Shri Sagnick Roy	Co-operation	19.01.2023 to 18.01.2026
7.	Smt. Shrabani Nath	Home and Hill Affairs	19.01.2023 to 18.01.2026
8.	Shri Aparesh Das	Public Works	19.01.2023 to 18.01.2026
9.	Shri Avishek Paul	Urban Development and Municipal Affairs (Municipal Affairs Branch)	19.01.2023 to 18.01.2026
10.	Shri Subhajit Bandhapadhyay	Urban Development and Municipal Affairs (Urban Development Branch)	19.01.2023 to 18.01.2026
11.	Shri Sahitya Mondal	Agriculture	19.01.2023 to 18.01.2026
12.	Shri Dipankar Sen	Labour	19.01.2023 to 18.01.2026
13.	Shri Sayak Ojha	Food and Supplies	19.01.2023 to 18.01.2026
14.	Smt. Priya Show	Land & Land Reforms and Refugee Relief & Rehabilitation	19.01.2023 to 18.01.2026
15.	Shri Avishek Dutta	Land & Land Reforms and Refugee Relief & Rehabilitation	19.01.2023 to 18.01.2026
16.	Shri Biswajit Mondal	Finance	19.01.2023 to 18.01.2026
17.	Shri Sukhendu Chakraborty	Panchayats and Rural Development	19.01.2023 to 18.01.2026
18.	Shri Santosh Mondal	Home and Hill Affairs	19.01.2023 to 18.01.2026
19.	Smt. Sathi Bagui	Public Works	19.01.2023 to 18.01.2026
20.	Wahed Raza	Disaster Management and Civil Defence (Civil Defence Wing)	19.01.2023 to 18.01.2026
21.	Shri Srimanta Paul	Land & Land Reforms and Refugee Relief & Rehabilitation	19.01.2023 to 18.01.2026
22.	Smt. Mayuri Das	Finance	19.01.2023 to 18.01.2026
23.	Shri Surya Sekhar Sarkar	Water Resources Investigation and Development	19.01.2023 to 18.01.2026
24.	Shri Arnab Chattopadhyay	Industry, Commerce and Enterprises	19.01.2023 to 18.01.2026
25.	Shri Avisek Sengupta	Health and Family Welfare	19.01.2023 to 18.01.2026
26.	Shri Kushal Chakraborty	Power	19.01.2023 to 18.01.2026

Sl. No.	Name of the LDAs	Name of Departments/Offices	Required APRs for the period of
1	2	3	4
27.	Shri Ankur Roy Chaudhury	Personnel and Administrative Reforms	19.01.2023 to 18.01.2026
28.	Amanulla Haque Molla	Home and Hill Affairs	19.01.2023 to 18.01.2026
29.	Shri Sambuddha Chatterjee	Finance	19.01.2023 to 18.01.2026
30.	Smt. Imon Sarkar	Information and Cultural Affairs	30.01.2023 to 29.01.2026
31.	Smt. Tribeni Roy	Kolkata Pay and Accounts Office II under Finance	24.01.2023 to 23.01.2026
32.	Smt. Tulika Das	Higher Education	19.01.2023 to 18.01.2026

  
 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 :-

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

Countersigned by Departmental Authority  
with Seal

\_\_\_\_\_