



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

Date : 05.03.2026

### NOTIFICATION

All the Departments/Offices as mentioned in the column 3 of the annexure are hereby informed that the 40 (Forty) 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 25.03.2026 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.: 122 -PAR(CCW) dated 05.03.2026**

Sl. No.	Name of the LDAs	Name of Departments/Offices	Required APRs for the period of
1	2	3	4
1.	Shri Shouvik Samanta	Higher Education	21.02.2023 to 20.02.2026
2.	Shri Dipankar Deb	Agriculture	24.02.2023 to 23.02.2026
3.	Smt. Tanusree De	Forest	24.02.2023 to 23.02.2026
4.	Shri Binoy Halder	Irrigation & Waterways	28.02.2023 to 27.02.2026
5.	Md Mehbub Alam	Public Works	17.02.2023 to 16.02.2026
6.	Shri Gopal Halder	Industry, Commerce & Enterprises	17.02.2023 to 16.02.2026
7.	Shri Subrata Das	Agriculture	17.02.2023 to 16.02.2026
8.	Smt. Soma Mondal	Home and Hill Affairs	17.02.2023 to 16.02.2026
9.	Smt. Dipa Biswas	Panchayats & Rural Development	17.02.2023 to 16.02.2026
10.	Smt. Tushi Sarkar	Higher Education	17.02.2023 to 16.02.2026
11.	Shri Anjan Chanda	Power	17.02.2023 to 16.02.2026
12.	Parvej Sk	Home & Hill Affairs	17.02.2023 to 16.02.2026
13.	Smt.Sanjana Bala	Higher Education	17.02.2023 to 16.02.2026
14.	Md. Amir Hamza	Finance	17.02.2023 to 16.02.2026
15.	Shri Sudip Prodhan	Finance	17.02.2023 to 16.02.2026
16.	Shri Sagar Das	Health & Family Welfare	17.02.2023 to 16.02.2026
17.	Smt. Rimpa Mondal	Home & Hill Affairs	17.02.2023 to 16.02.2026
18.	Shri Atanu Bagani	Personnel & Administrative Reforms	17.02.2023 to 16.02.2026
19.	Smt. Debatrita Barman	Forest	17.02.2023 to 16.02.2026
20.	Shri Binod Mondal	Food & Supplies	17.02.2023 to 16.02.2026
21.	Smt. Rincky Roy	Home & Hill Affairs	17.02.2023 to 16.02.2026
22.	Shri Sourav Roy Sardar	Tribal Development	17.02.2023 to 16.02.2026
23.	Munshi Md Rakib	Urban Development & Municipal Affairs (Municipal Affairs)	17.02.2023 to 16.02.2026
24.	Shri Supriyo Mondal	Panchayats & Rural Development	17.02.2023 to 16.02.2026
25.	Sayeed Bin Rahaman	Pay & Accounts Office III under Finance	17.02.2023 to 16.02.2026
26.	Shri Rakhal Rana	Irrigation & Waterways	17.02.2023 to 16.02.2026

Sl. No.	Name of the LDAs	Name of Departments/Offices	Required APRs for the period of
1	2	3	4
27.	Seikh Masum Reza	Labour	17.02.2023 to 16.02.2026
28.	Shri Amit Biswas	Housing	17.02.2023 to 16.02.2026
29.	Shri Amit Kumar Baidya	Pay & Accounts Office I under Finance	17.02.2023 to 16.02.2026
30.	Seemab Anwar	Pay & Accounts Office II under Finance	17.02.2023 to 16.02.2026
31.	Shri Anupam Sarkar	Urban Development & Municipal Affairs (Urban Development)	17.02.2023 to 16.02.2026
32.	Shri Bhaskar Barman	Health & Family Welfare	17.02.2023 to 16.02.2026
33.	Shri Santanu Roy	Judicial	17.02.2023 to 16.02.2026
34.	Sebkatulla Mallick	Land & Land Reforms and Refugee Relief and Rehabilitation	17.02.2023 to 16.02.2026
35.	Ashrin Haque	Public Works	17.02.2023 to 16.02.2026
36.	Shri Debjit Bepari	Finance	17.02.2023 to 16.02.2026
37.	Shri Avishek Sikder	Water Resources Investigation & Development	17.02.2023 to 16.02.2026
38.	Smt. Rupa Biswas	State Vigilance Commission	17.02.2023 to 16.02.2026
39.	Shri Shouvik Naskar	Land & Land Reforms and Refugee Relief and Rehabilitation	17.02.2023 to 16.02.2026
40.	Tofazul Haque	Home and Hill Affairs	17.02.2023 to 16.02.2026

  
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

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