



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. : 406 -PAR(CCW)
O-01/2024

Date : 11 . 08. 2026

NOTIFICATION

All the Departments/Offices as mentioned in the column 3 of the annexure are hereby informed that the 4 (Four) Lower Division Assistants as mentioned in the column 2 of the annexure are on the verge of getting confirmed and there is also possibility of promotion to the post of Upper Division Assistant. So, the concerned Departments/Offices are requested to forward the following documents and information within **10.09.2026** 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 3rd 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.


Assistant Secretary to the
Government of West Bengal

Annexure to Notice No.: 406-PAR(CCW) dated 11. 08. 2026

Sl. No.	Name of the LDAs	Name of Departments/Offices	Required APRs for the period of
1	2	3	4
1.	Shri Sourav Dan	Public Works Department	01.08.2023 to 31.07.2026
2.	Smt. Aparupa Dutta	Panchayats & Rural Development	01.08.2023 to 31.07.2026
3.	Md Amman Hassan Sardar	Home & Hill Affairs	02.08.2023 to 31.07.2026
4.	Shri Santanu Jana	Health & Family Welfare	01.08.2023 to 31.07.2026


Assistant Secretary to the
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
