

GOVERNMENT OF WEST BENGAL
Department of Personnel & Administrative Reforms
General Cell, State Secretariat, NABANNA,
325. Sarat.Chatterjee Road, Howrah-711 102

No.-264-PAR(Genl.)/G8P-06 /2026

Date:- 21.01.2026

From:- The O.S.D & E.O Assistant Secretary to the
Government of West Bengal

To :-The Pr.Secretary/Secretary/Sr.Special Secretary/Special Secretary,

-----Department

Subject:Requirement of Information in connection with formation
of proposed Directorate Common Cadre

Reference:-Notification No.**1284-PAR(Genl.)/G8P-03/2022,**
Dtd.29.12.2025

Sir,

In inviting your kind attention to the Notification under the
aforestated reference and in connection with the preparation of 'Directorate
Common Cadre Rules' towards formation of Directorate Common Cadre
under the administrative control of this Department, I am directed to request
you to kindly furnish the requisite information as required vide Annexure I
& II (as enclosed) within 12.02.2026.

This is treated as an extremely urgent matter.

Enclosures: As mentioned

Yours faithfully

O.S.D & E.O Assistant Secretary



Annexure-I

Name of the Parent Department				
Whether any Directorate Common Cadre under the Parent Department exists or not				
Name of the Directorate				
Post	No. of sanctioned posts	Vacancy position as on 01.01.2026	No. of promotions that took place from the respective post to the next higher rank in the last 06(Six)months since 01.07.2025	No. of tentative vacancies, which may occur due to promotion or otherwise in 06(Six) months
Lower Division Clerk/Lower Division Assistant				
Upper Division Clerk/Upper Division Assistant				
Head Clerk/Head Assistant/HA I/HC I,HA II/HC II,HA III/HC III etc.,				

Annexure-II

Sl Nos.	Information/Documents as required	Remarks
1.	Any other posts which are being filled up by way of promotion from the rank of UDA/UDC	
2.	No. of court cases pending, as on 01.01.2026	
3.	No. of RTI cases , pending as on 01.01.2026	
4.	Hierarchy of post with Pay Scales	
5.	Eligibility criteria for entering in the feeder post to the UDA/UDC	
6.	Hard copies of the Gradation list in the rank of LDA/LDC,UDA/UDC and HA/HC and similar other Non-technical Directorate specific posts like HA I/HC I,HA II/HC II,HA III/HC III etc.	