



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

Date : 14.01.2026

NOTIFICATION

All the Departments/Offices as mentioned in the column 3 of the annexure are hereby informed that the 28 (twenty eight) 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 31.01.2026 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.

OSD & EO Assistant Secretary
to the Govt. of West Bengal

Annexure to Notice No.: 28-PAR(CCW) dated 14.01.2026

Sl. No.	Name of the LDAs	Name of Departments/Offices	Required APRs for the period of
1	2	3	4
1.	Shri Ankur Chaudhury	Land & Land Reforms and Refugee Relief & Rehabilitation	10.01.2023 to 09.01.2026
2.	Shri Tirthankar Pal	Personnel and Administrative Reforms	10.01.2023 to 09.01.2026
3.	Smt. Moumita Paul	Governor's Secretariat	10.01.2023 to 09.01.2026
4.	Shri Sumit Pal	Minority Affairs and Madrasah Education	10.01.2023 to 09.01.2026
5.	Shri Sayan Mitra	Backward Classes Welfare	10.01.2023 to 09.01.2026
6.	Smt. Renu Manna	Law	10.01.2023 to 09.01.2026
7.	Shri Sakti Debnath	Forests	10.01.2023 to 09.01.2026
8.	Smt. Antara Dutta	Pay and Accounts Office II under Finance	10.01.2023 to 09.01.2026
9.	Smt. Aliviya Das Roy	Finance	10.01.2023 to 09.01.2026
10.	Shri Sayan Das	Information Technology and Electronics	10.01.2023 to 09.01.2026
11.	Smt. Paulami Nandy	Higher Education	10.01.2023 to 09.01.2026
12.	Smt. Sharmistha Sadhu	Food and Supplies	10.01.2023 to 09.01.2026
13.	Smt. Souparnee Jana	Housing	10.01.2023 to 09.01.2026
14.	Shri Tuhin Ganguly	Panchayats and Rural Development	10.01.2023 to 09.01.2026
15.	Shri Susovan Majumdar	Home and Hill Affairs	10.01.2023 to 09.01.2026
16.	Shri Sourav Roy	Tribal Development	11.01.2023 to 10.01.2026
17.	Smt. Shrabani Bhattacharjee	Irrigation and Waterways	10.01.2023 to 09.01.2026
18.	Shri Rana Dey	Public Health Engineering	10.01.2023 to 09.01.2026
19.	Smt. Aishwarya Dey	Labour	10.01.2023 to 09.01.2026
20.	Farhan Reza	Commission for Child Rights Protection under Women & Child Development and Social Welfare	10.01.2023 to 09.01.2026
21.	Smt. Sanchayita Biswas	Food Processing Industries and Horticulture	10.01.2023 to 09.01.2026
22.	Smt. Shuvasri Koley	Home and Hill Affairs	10.01.2023 to 09.01.2026
23.	Shri Aneesh Nag	Animal Resources Development	10.01.2023 to 09.01.2026
24.	Shri Pritam Paul	Pay and Accounts Office III under Finance	10.01.2023 to 09.01.2026
25.	Shri Souvik Chakraborty	School Education	10.01.2023 to 09.01.2026

Sl. No.	Name of the LDAs	Name of Departments/Offices	Required APRs for the period of
1	2	3	4
26.	Smt. Kuheli Shaw	Home and Hill Affairs	10.01.2023 to 09.01.2026
27.	Smt. Chhuti Maiti	Tourism	10.01.2023 to 09.01.2026
28.	Shri Bitan Chowdhury	Water Resources Investigation and Development	10.01.2023 to 09.01.2026


 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
