

**Government of West Bengal**  
**Public Works Department**  
**Establishment Branch**  
**Khadya Bhawan, Block-A, 11A, Mirza Ghalib Street, Kolkata-700087**

No: 1730(5)-E/O/E-II/6P-06/2017

Dated: 18.07.2018


From: Chief Engineer (H.Q.), P.W.Dte.

To: 1. The C.E. .... Zone , PWD.  
2. The Chief Govt. Architect, PWD.  
3. The S.E. .... Circle, PWD.  
4. The E.E. .... Division, PWD.  
5. The A.E. .... Sub-Division, PWD.

Sub: Present vacancy position in the post of Typist (Basic Grade/Grade-I/Supervisory Grade) existing in the various office of P.W. Dte.

Inviting reference to the afore-caption subject, the undersigned is directed to kindly furnish the present vacancy position in the post of Typist (Basic Grade/Grade-I/Supervisory Grade) existing in your office and you are also requested to inform whether the sanctioned post of Typist (Basic Grade/Grade-I/Supervisory Grade) has been tagged in the HRMS Sanction Strength Module to get a correct figure of vacancy against total sanctioned strength as per enclosed proforma illustrated below.

Sl. No	Typist	Total sanctioned strength	Present strength with name if any	Vacancy	Remarks
1	Basic Grade				
2	Grade-I				
3	Supervisory Grade				

  
Chief Engineer (H.Q.), P.W.Dte.  
Public Works Department.

*T. H. H. H.*