

GOVERNMENT OF WEST BENGAL
PUBLIC WORKS DEPARTMENT
KHADYA BHAWAN
BLOCK-A, 4th FLOOR
11A, MIRZA GALIB STREET
KOLKATA-700087

No.2215-E/PW/O/E-I/2M-10/2021

Date: 01.03.2021

**Subject: - Furnishing of Service particulars of Engineers (Electrical)
of this Department.**

With reference to the subject cited above, I am to inform that a lot of applications of Engineers (Electrical) of this Department for obtaining NOC, confirmation of service, awarding Higher Scale/ CAS benefit /promotion etc. have been forwarding to this Department without required detailed service particulars of the applicants. As such, it kills a lot of time to collect the said service particulars of the applicants for necessary action at this end through further correspondence to the concerned authorities.

I am, therefore, to enclose herewith a blank proforma and request all concerned for furnishing the service particulars of the applicants to this Department with duly filled in the said proforma while forwarding any application, as stated above.

Encl: As stated.


**Deputy Secretary
to the Government of West Bengal,
PWD**

No. 2215/1(3)-E/PW/O/E-I/2M-10/2021

Date: 01.03.2021

Copy forwarded for information and necessary action to the

1. Additional Chief Secretary, PWD.
2. P.S... to Hon'ble MIC, PWD.
3. Guard File, Establishment Branch, PWD.


**Deputy Secretary ,
PWD**


Cond.

No. No. 2215/2(6)-E/PW/O/E-I/2M-10/2021

Date: 01.03.2021

Copy forwarded for information and necessary action to the

1. Chief Engineer Electrical, Public Works Directorate.
2. Chief Engineer Electrical Planning, Public Works Directorate.
3. CE, H.Q./Planning/ South Zone/West Zone/North Zone/Social Sector, PWDte.
4. Assistant Chief Engineer (EI), Head Quarter& Planning /South Zone/West Zone/North Zone, PWDte.
5. SE, Presidency Electrical Circle/Health Electrical Circle/Kolkata Electrical Circle/Central Electrical Circle/Southern Electrical Circle/South Western Electrical Circle/Western Electrical Circle/Northern Electrical Circle Malda/North Bengal Electrical Circle/ Planning & Monitoring Circle/ Housing & Planning Works, PWDte.
6. EE (EI), _____ Division, PWDte.


Deputy Secretary
PWD

PROFORMA FOR SERVICE PARTICULARS OF ELECTRICAL ENGINEERS UNDER PWD.

1.	Name of incumbent	:	
2.	Designation	:	
3.	Date of birth	:	
4.	Date of joining in Govt. Service	:	
5.	Present place of posting and date of joining	:	
6.	HRMS ID	:	
7.	Date of completion of continuous service of FIRST THREE (3) YEARS excluding Extra-ordinary Leave or Dies-non effect.	:	
8.	Whether the service rendered by the employee satisfactory and continuous TILL DATE	:	
9.	Whether Asset Statements have been submitted regularly UP-TO-DATE by the incumbent.	:	
10.	Whether any adverse action has been taken by the appropriate authority in terms of Rule-7 of WBS (CCA) Rules, 1971 and if yes, please specify on detail.	:	
11.	If passed completely in the Professional /Departmental Examination and /or obtained SCC.	:	

The aforesaid **PROFORMA OF SERVICE PARTICULARS** has been prepared with satisfactory evidence **(Authenticated copies of supporting documents enclosed herewith).**

Verified and found correct

Signature of the incumbent

**SIGNATURE OF CONTROLLING
OFFICER WITH OFFICE SEAL & DATE
(Not below the rank of Executive Engineer)**