

**Government of West Bengal  
Public Works Directorate  
Establishment Branch**

No.: 2511-E(4)/PW/O/E-II/6P-02/17

Dated: 29.11.18

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

To:

1. E.E, Tamluk Division, P.W.Dte.
2. A.E, Contai Sub- Divn, P.W.Dte.
3. S.E, Planning & Monitoring Circle, P.W.Dte.
4. E.E, Design Division -III, P.W.Dte.

Subject: Submission of A.P.R. in respect of Head Clerks under P.W.Dte. for the purpose of consideration for promotion to the **Head Assistant** under P.W. Dte.

With reference to the above noted subject, the undersigned is to say that some posts in the Cadre of Head Assistant under P.W.Dte. are lying vacant and in order to fill up these vacant posts by promotion of Head Clerks under P.W.Dte., a list of 3 (three) Head Clerks who are borne in the common cadre of Head clerk under P.W.Dte. is given below :

1. Shri Haro Prasad Suaro, H.C, Contai Sub-Divn, under Tamluk Divn P.W.Dte.
2. Shri Atanu Santra, H.C, Planning & Monitoring Circle, P.W.Dte.
3. Shri Ashim Kumar Das, H.C, Design Division -III, P.W.Dte.

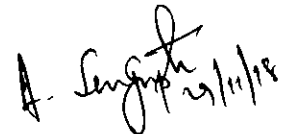
He is requested to send A.P.R.s for last 3(three) financial years in respect of the above mentioned employees under his jurisdiction.

He is also requested to forward this letter to the appropriate office in case of transfer of the incumbent concerned for taking necessary action from their end.

The desired A.P.R.s may please be forwarded with due recommendation to this office within 07(seven) days from the date of issue of this memo positively failing which the incumbent will not be considered for promotion and the concerned office will be responsible for any future legal complication arises thereof. The office of the Chief Engineer (H.Q.) will not be responsible for such non- receipt of promotion.

In this connection, the following information's may please be forwarded:

1. Whether the incumbent was previously offered promotion to the post of Head Assistant. If so, the number and date of such promotion order may please be indicated.
2. Whether any Departmental Proceedings / Vigilance case is lying pending against the incumbent.
3. Whether the incumbent has submitted his **regular & up-to-date** declaration of assets statements.



**Chief Engineer (H.Q)  
Public Works Directorate**