



**GOVERNMENT OF WEST BENGAL
PUBLIC WORKS DEPARTMENT
ESTABLISHMENT BRANCH, CELL-II
KHADYA BHAWAN, BLOCK - A, 4th FLOOR
11A, MIRZA GHALIB STREET, KOLKATA - 700087**

No. **641-R/E- PWD-12026/2/2022-ROADS WING-Dept of PWD**

Date: **28.07.2026**

From: The Chief Engineer-II (H.Q)
Public Works (Roads) Directorate.

To: The Sr. Superintending/Superintending /Executive Engineer,
..... Circle/Division/NH Wing,
Public Works (Roads) Directorate.

Sub: Submission of APR, Certificate of Integrity Clearance & Certificate of Asset Statement in respect of Head Clerk (s) as mentioned in Annexure I for the purpose of consideration of promotion to the post of Head Assistant under P.W. (Roads) Directorate.

In sending herewith an annexure of **20** nos. of Head Clerks under Public Works (Roads) Directorate, the undersigned is to inform him/her that the APRs, Certificate of Integrity Clearance & Certificate of Asset Statement along with authenticated copy of Confirmation Order, duly filled in proforma of Service Details (enclosed) and supporting letter stating willingness or unwillingness of employee(s) under his/her control are required in connection with promotion to the post of Head Assistant under Public Works (Roads) Directorate.

He/She is therefore, requested to send the last three year's APRs of the employees under his/her control to this end **within 15 working days** of issuance of this memo. positively along with the following information:

1. Whether any Departmental proceeding/Vigilance case is pending or is being contemplated against him/her is to be certified by the concerned authority.
2. Whether the incumbent has submitted his regular & up-to-date declaration of asset statements since his/her joining in present post including the last one on **01.01.2026**.
3. Whether the employee is/are willing/unwilling to accept the forthcoming promotion. (Proforma enclosed)

Enclo:

- i.) Annexure I -**List of Head Clerk(s) of Public Works (Roads) Directorate.**
- ii.) Annexure II - **Willingness/Unwillingness Letter.**
- iii.) Annexure III – **Proforma for Service Details.**

**Chief Engineer-II (H.Q)
Public Works (Roads) Directorate.**

LIST OF HEAD CLERKS OF PUBLIC WORKS (ROADS) DIRECTORATE

Sl. No.	GSL No.	Name of Employee	Present Place of Posting
1	2	Sri Soumya Kanti Mukherjee	South 24 Pgs Hwy Div
2	3	Sri Sujit Kumar Mukhopadhyay	Southern Hwy Circle
3	4	Sri Aloke Banerjee	N.H.Div-III
4	5	Sri Bikash Dipti Banerjee	RBRI
5	6	Smt Kanaklata Dhara	Tamluk Hwy Div
6	7	Smt Barnali Majumder	Bridge Planning Circle
7	8	Sri Biswajit Mazumdar	N.H. Div-VI
8	9	Smt Mahuya Ghosh	Mechanical Circle
9	10	Sri Ajit Kumar Ghosh	Western Hwy Circle-I
10	11	Smt Mousumi Dey	Western Hwy Planning Div-I
11	12	Sri Sandip Bhattacharyya	Barasat Hwy Div-I
12	13	Sri Sankar Chakraborty	Howrah Hwy Div
13	14	Sri Jayanta Kumar Basu	Western Mech Div
14	15	Smt Mousumi Mukherjee	Hooghly Hwy Div-I
15	16	Smt Kum Kum Chowdhury	Burdwan South Hwy Div
16	17	Smt Indira Das	North Bengal Hwy Circle
17	18	Sri Pinaki Maitra	N.H. Circle-I
18	19	Sri Anandamohan Maji	South western Hwy Circle
19	20	Sri Manik Podder	Eastern Hwy Circle
20	21	Sri Bidhan Chowdhury	Barasat Hwy Div-II

This has been processed in e-Office file No. PWD-12026/2/2022-ROADS WING-Dept. of PWD, (Comp. No. 579103)



Chief Engineer-II (H.Q.)
Public Works (Roads) Directorate

To,
The Chief Engineer-II (H.Q.)
Public Works (Roads) Directorate

Sir,

I would like to draw your kind attention that I am willing/unwilling to accept my forthcoming promotion to the post of Head Assistant as it would be admissible to the order of the Public Works (Roads) Directorate.

Yours faithfully,

Name (In Block Letters):

Designation:

Department:

Mobile no.:

Particulars of previous Offices:-

Sl. No.	Previous Offices	Post	Duration of Posting

Countersigned by Head of Office with seal.

SERVICE PARTICULARS

1.	Name (Block Letter)	:	
2.	Designation	:	
3.	HRMS ID	:	
4.	Contact No.	:	
5.	Date of Birth	:	
6.	Date of Entry in Govt. Service	:	
7.	Appointment Order no. & Date (Supporting Documents)	:	
8.	Present place of posting	:	
9.	Whether Confirmed or Not, If Yes, Confirmation Order no. with Date	:	
10.	Promotion Details with date of Joining (Supporting Documents)	:	
11.	MCAS/CAS details with Date (Supporting Documents)	:	
12.	Whether submitted Declaration of Asset Statements regularly and up-to- date since joining to the present post and the latest as stood on 01.01.2026	:	
13.	Whether any action has been taken by the appropriate authority against him/her as per Sub Rule-1 of Rule-7 of the W.B.S. (CCA) Rules. 1971 and if YES,	:	

Signature of Govt. employee

Signature with date & seal of Head of the Office