



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

No. 642-PWD-12025/1/2021-ROADS WING-Dept of PWD(Part-I)

Date: 28.07.2026

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

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

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

In sending herewith an annexure of 40 nos. of Upper Division 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 Clerk 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)

Enclosure (s):

- i.) Annexure I - List of U.D. 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.

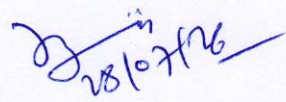
LIST OF U.D. CLERKS OF PUBLIC WORKS (ROADS) DIRECTORATE

Sl No	GSL No.	Name	Present place of posting
1	4	Sri Rabi Bhattacharjee	Barasat Hwy Div-I
2	5	Sri Dipak Kumar Paria	Tamluk Hwy Div
3	6	Sri Debasish Deb	N.H. Div-VIII
4	7	Sri Smaran Chakrabarti	Southern Hwy Plng Div-II
5	8	Sri Rajib Dutta	Nadia Hwy Div-II
6	11	Sri Michael Munshi	South 24 Pgs Hwy Div
7	12	Sri Rajat Sur	Jalpaiguri Hwy Div
8	13	Sri Ashok Kumar Yadav	N.H. Div-IV
9	14	Smt Ratna Roy (Pal)	Central Hwy Circle
10	15	Sri Ashish Kumar Talukdar	N.H. Circle-I
11	16	Sri Sanjib Das	South Western Hwy Circle
12	17	Sri Malay Kumar Das	Barasat Hwy Div-I
13	18	Sri Prodip Duttagupta	Kolkata North Elec Div
14	19	Sri Tarun Kanti Das	Southern Mech. Division
15	20	Sri Saumyajit Deb	Diamond Harbour Hwy Div
16	21	Sri Shriprasad Gowala	N.H. Div-III
17	22	Sri Prasenjit Baidya	Diamond Harbour Hwy Div
18	23	Sri Laltu Dey	N.H. Div-V
19	24	Smt Banasri Majumder	Western Hwy Circle-I
20	25	Sri Kartik Samanta	Tamluk Hwy Div
21	26	Sri Uma Sankar Saha	Survey Division-VI
22	27	Sri Kartick Chakraborty	Hooghly Hwy Div-I
23	28	Sri Shyamal Kanti Bandopadhyay	State Hwy Planning Circle

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SI No	GSL No.	Name	Present place of posting
24	29	Sri Jayanta Ghosal	Southern Hwy Circle
25	30	Sri Pintu Mukherjee	Western Mechanical Div
26	31	Sri Barun Das	Tamluk Hwy Div
27	32	Sri Abhishek Dutta	Southern Electrical Circle
28	33	Sri Soumitra Chatterjee	South 24 Pgs Hwy Div
29	34	Sri Sudip Mukhopadhyay	Burdwan North Hwy Div
30	35	Sri Sadhan Kumar Ghosh	Burdwan North Hwy Div
31	36	Sri Ranjan Ganguly	Jhargram Hwy Div
32	37	Smt Arunima Dey (Bhattacharjee)	Northern Hwy Design Div-I
33	38	Sri Ashim Kumar Chatterjee	Purulia Hwy Div
34	39	Sri Sanjay Sil	Birbhum Hwy Div-I
35	40	Sri Chandan Ghosh	Burdwan South Hwy Div
36	41	Sri Suchandan Kumar Chanda	Malda Hwy Div
37	42	Sri Siddhartha Mondal	Birbhum Elec Div
38	43	Smt Nilima Majumdar	C.E. West Zone
39	44	Sri Utpal Kumar Das	Midnapore Hwy Div
40	45	Smt Oindrilla Das	N.H. Div-VII

This has been processed in e-Office file No. PWD-12025/1/2021-ROADS WING-Dept of PWD (Part-I), (Comp. No. 468572)


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

To,
The Chief Engineer (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 Clerk 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