



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

No. 643-R/E/PWD-12026/2/2021-ROADS WING

Dated: 28/07/2026

From: The Chief Engineer-II (HQ)
Public Works (Roads) Directorate

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

Sub: Submission of Annual Performance Reports and service particulars in respect of the Lower Division Clerks (LDCs) mentioned in Annexure-I for consideration of promotion to the post of Upper Division Clerk under the P.W. (Roads) Directorate, as per the provisions laid down in Finance Department Memo No. 2477-F(P1) dated 09.07.2026.

In forwarding herewith the enclosed annexure containing the names of 47 (Forty seven) Lower Division Clerks under the Public Works (Roads) Directorate, the undersigned is to request that the Annual Performance Reports for the last two years (01.04.2024-31.03.2025 & 01.04.2025-31.03.2026), duly filled-in proforma of Service Details along with necessary supporting documents, a declaration of willingness or unwillingness for promotion in prescribed format in respect of the employees under his/her control, be furnished to this end for consideration of their promotion to the post of Upper Division Clerk (UDC) under the Public Works (Roads) Directorate.

He/ She is, therefore, requested to furnish the aforesaid documents to this Directorate within 30 (thirty) days from the date of issue of this letter, positively.

This file has been processed in E-File No. PWD-12026/2/2021-ROADS WING (Comp. No. 365506)

Enclo:

- i.) Annexure I- List of Lower Division Clerk(s) of Public Works (Roads) Directorate.
- ii.) Annexure II-Service Details.
- iii.) Annexure III- Declaration of Willingness/Unwillingness.

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

Annexure I to memo no. 643-R/E/PWD-12026/2/2021-ROADS WING dt. 28.07.2026:

List of Lower Division Clerk(s) under Public Works (Roads) Directorate

SL. No.	Gradation list Sl. No.	Name of Employee	Present Place of Posting
1.	4	Sri Rantu Mondal	Southern Highway Planning Division-I
2.	5	Sri Sudipta Biswas	PIU-I
3.	6	Sri Mainak Banerjee	Howrah Highway Division
4.	7	Sri Sanket Mondal	Uluberia Highway Sub-Division under Howrah Highway Division
5.	8	Smt Debjani Roy	Uttar Dinajpur Hwy Div.
6.	9	Sri Sankalan Sarkar	Dakshin Dinajpur Highway Division
7.	10	Sri Sunil Majhi	Dakshin Dinajpur Hwy Div.
8.	11	Sri Biswanath Mondal	Western Hwy Circle-II
9.	12	Sri Shib Shankar Bahadur Gurung	Kalyani Hwy Sub-Div. under Nadia Hwy Division-II
10.	13	Sri Bishnupada Chakraborty	Nadia Hwy Division-I
11.	14	Sri Bablu Mandal	Bankura Hwy Div.
12.	15	Sri Kamal Kundu	Hooghly Mech Sub-Div under Western Mech. Division
13.	16	Sri Nimai Bouri	N.H. Div-III
14.	17	Sri Bikash Kumar Sain	Burdwan Hwy Sub-Div.-I under Burdwan South Hwy Div.
15.	18	Sri Niranjan Mallick	Eastern Hwy Circle----Joined South Western Mechanical Division
16.	19	Sri Debasish Naskar	NHP & D Div-III
17.	20	Sri Subrata Bose	Southern Hwy Circle
18.	21	Sri Goutam Dasgupta	N.H. Div.-VII
19.	22	Sri Dilip Ruidas	N.H. Div.-III
20.	23	Sri Prakash Bauri	N.H. Div.-IV
21.	24	Sri Sushanta Das	Northern Hwy Circle
22.	25	Sri Pallab Ghosh	Gazole Hwy Sub-Div. under Malda Hwy Division
23.	26	Smt. Sabitri Sarkar	Malda Mech Sub-Div. under Northern Mech. Division
24.	27	Sri Swadesh Pattanayek	Midnapore Hwy Division

25.	28	Sri Sanjoy Dutta	Bankura East Hwy Sub-Div. under Bankura Hwy Div.
26.	29	Sri Tapan Das	Baruipur Hwy Sub-Div. under South 24 Pgs Hwy Div.
27.	30	Sri Avijit Adhikary	Hooghly Hwy Division-I
28.	31	Sri Anupam Biswas	Murshidabad Hwy Div.-I
29.	32	Smt Sampa Bal	Tamluk Hwy Division
30.	33	Sri Animesh Halder	Chandannagar Hwy Sub-Div. under Hooghly Hwy Division-II
31.	34	Sri Subash Gain	N.H.P&D Div.-II
32.	35	Sri Bishnupada Sen	Ranaghat NH Sub-Div. under N.H. Div.-VI
33.	36	Smt. Mitra Bhaduri	Mechanical Circle
34.	37	Sri Amit Kr. Das	NH Circle-I
35.	38	Sri Raju Ghosh	Barasat Hwy Div.-II
36.	39	Sri Goutam Ghosh	State Hwy Resource Div.
37.	40	Sri Prosenjit Adhikary	Canning Hwy Sub-Div. under South 24 Pgs Hwy Div.
38.	41	Sri Rajani Kanta Santua	Lakshmikantapur Hwy Sub-Div. under Diamond Harbour Hwy Div.
39.	42	Sri Uday Kumar Sharma	RBRI
40.	43	Sri Amar Roy	Southern Hwy Design Div.-I
41.	44	Smt. Srabanti Das	Barasat NH Sub-Div-I under N.H. Div-V
42.	45	Smt. Uma Gupta	Burdwan South Hwy Div.
43.	46	Sri Dipankar Das	NHP & D Div.-III
44.	47	Smt Suchitra Sharma	Murshidabad Hwy Div.-I
45.	48	Sri Dibakar Mondal	Barasat Bridge Sub-Div under Barasat Hwy Div-I
46.	50	Sri Indranil Ganguly	Bongaon NH Sub-Div. under N.H. Div.-V
47.	51	Smt. Maya BalaNaskar	Western Hwy Design Div.-I

[Handwritten signature]
28/10/26

Chief Engineer-II (HQ)
Public Works (Roads) Directorate.

Annexure II (Memo no 643-R/E/PWD-12026/2/2021-ROADS WING dated 28.07.2026)

SERVICE DETAILS

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	:	
13.	Whether passed in computer type test conducted by NSATI (Yes/ No) If yes, attach relevant order showing 'Passed' status		
14.	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, specify in details.	:	

Signature of Govt. employee

Signature with date & seal of Head of the Office

Annexure III (Memo no. 643-R/E/PWD-12026/2/2021 dated 28.07.2026)

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

Sir,

I hereby state that I am willing/unwilling to accept my forthcoming promotion to the post of Upper Division Clerk, as and when it becomes admissible under the orders 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.