

**GOVERNMENT OF WEST BENGAL
PUBLIC WORKS (ROADS) DIRECTORATE
ESTABLISHMENT BRANCH, CELL-II
"KHADYA BHAWAN" BLOCK-A, 4th FLOOR
11A, MIRZA GHALIB STREET, KOLKATA- 700087
(Comp.No.579103)**

No. 432(15)-R/E-PWD-12026/2/2022-ROADS WING-Dept. of PWD

Dated: 12.12.2023

From: The Chief Engineer (H.Q.)
P.W. (Roads) Directorate

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

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

In sending herewith an annexure of **15 nos.** of **Head Clerks** under Public Works (Roads) Directorate, the undersigned is to inform him/her that the APRs (up-to-date), Certificate of Integrity Clearance & Certificate of Asset Statement along with authenticated copy of Confirmation order, duly filled in proforma (Service Details) and supporting letter stating willingness/unwillingness of employee(s) under his/her control are required in connection with consideration of promotion to the post of **Head Assistant** under public Works (Roads) Directorate.

Therefore, he/she is directed to send the APR for the period of 2020-2021,2021-2022,2022-2023 and from 01.04.2023 to 30.11.2023 in respect of the employees under his/her control along with the required information with supporting documents as stated above to this end within **15 days** after issuance of this memo positively along with the following information with relevant documents:

1. Whether any departmental proceeding /vigilance case is pending or contemplated against him/her to be certified by the concerned authority.
2. Whether the incumbent has submitted his/her regular & up-to-date declaration of assets statements since his/her joining in present post including the last one as on 01.01.2023.

This may be treated as most urgent.



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

Encl: 1. Proforma (Service particulars)
2. Annexure as stated above.

Annexure

No. 432(15)-R/E-PWD-12026/2/2022-ROADS WING

Dated: 12.12.2023

LIST OF HEAD CLERK OF PUBLIC WORKS (ROADS) DIRECTORATE

Sl. No.	GSL No.	Name of Employee	Present Place of Posting
1	3	Smt. Jayanti Das Naskar	N.H.Circle-I
2	4	Sri Arunangsu Das	State Hwy Planning Circle
3	5	Sri Ratan Roy Chowdhury	Southern Mech. Div
4	6	Sri Ashim Chakraborty	N.H.Circle-III
5	7	Sri Lalit Barman	Coochbehar Hwy Div
6	8	Smt. Sonali Banerjee	Howrah Elec. Div
7	9	Smt. Shampa Das	Nadia Hwy. Division-II
8	11	Sri Sandip Kumar Bose	Western Hwy Circle-II
9	12	Sri Tarapada Barman	N.H. Div-X
10	13	Sri Amalendu Sekhar Sanyal	Southern Hwy Circle
11	14	Sri Biswajit Patra	N.H. Div-II
12	15	Sri Susanta Kumar Singha	Coochbehar Elec Div
13	16	Sri Tapash Kumar Dey	N.H. P&D Circle
14	17	Sri Swapan Kr. Pramanik	Murshidabad Hwy Div-II
15	18	Sri Tamal Roy	Uttar Dinajpur Hwy Division

In reference to the order No. 351-PWD-12015/11/2020-Roads Wing-Dept. of PWD-R/E, dated 04.10.2023, the following instructions are to be observed:

For employees who were transferred earlier and are now posted at their new offices as stipulated in their respective order, the previous office of the incumbent is required to submit their APRs of the last three years till 30.11.2023 & for those employees who are not transferred, their current office will submit their APRs.



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



:SERVICE DETAILS:

1. Name (Block Letter) :
2. Designation :
3. H.R.M.S 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. :
10. Promotion Details with date of Joining
(Supporting documents) :
11. MCAS/CAS details with date
(Supporting documents) :
12. Whether submitted Declaration of
Asset Statement regularly and up to date
since joining to the present post :
13. Whether any action has been taken from
Authority against him/her as per Sub-Rule-1 of
Rule-7 of West Bengal Services (Classification,
Control & Appeal) Rule-1971 :

Signature of Govt. employee

Signature with date & seal
of Head of the Office