



**Government of West Bengal  
Public Works Directorate  
Establishment Branch, Cell-II**

**Khadya Bhawan, Block-A, 11A, Mirza Ghalib Street, Kolkata-700087**

No.758-E/PW/O/E-II/6P-01/17(Pt-III)

Dated.11.03.2026

From : The Senior Superintending Engineer, Head Quarter, Public Works Directorate.

To : 1. The Chief Engineer, ..... (All), P.W.Directorate / Electrical, P.W.Directoratre / Social Sector, P.W.Directoratre .  
2. The Chief Govt. Architect & Ex-Officio Chief Engineer, Public Works Directorate.  
3. The Sr. Superintending Engineer/ Superintending Engineer \_\_\_\_\_ (All), P.W.Directoratre / Electrical, P.W.Directoratre / Social Sector, P.W.Directoratre .  
4. The Executive Engineer \_\_\_\_\_ (All) P.W.Directoratre/ Electrical, P.W.Directoratre / Social Sector, P.W.Directoratre.

Sub: Seeking last 3 years APR and service particulars in specified format of qualified Group-D and eligible Group-C staff working at his / her office who have passed the computer test from NSATI.

It has been decided that posts of Lower Division Clerk presently lying vacant under 10% quota in P.W.Directoratre shall be filled up through promotion of qualified Group-D and eligible Group-C staff who have already passed the computer test from NSATI or shall pass said test before completion of the above noted promotion process.

In this regard, he / she is requested to submit last 3 (three) years APR and service particulars in specified format (Annexure -I attached) of qualified Group-D and eligible Group-C staff working at his / her office who have already passed computer test from NSATI within 30 days from the date of receipt of this letter.

Also, same particulars w.r.t. qualified Group-D and eligible Group-C staffs working at his / her office who shall pass said test before completion of the above noted promotion process should be submitted by his end in due course.

Though APRs and other documents of all such employees are being collected from different offices, as per existing procedure, said vacant posts shall be filled up gradually in accordance to seniority in the latest gradation list of qualified Group-D and eligible Group-C staff of P.W.Directoratre published vide this Directorate's No. 3670-E/PW/O/E-II/6P-01/2017 Pt-(III) dated 10.12.2025.

Encl: As stated.

  
11/3/26  
Senior Superintending Engineer, Head Quarter,  
Public Works Directorate.

**Annexure-I****Service Details of Qualified Group-D and Eligible Group-C under P.W.Directorates for consideration of promotion to the post of Lower Division Clerk**

| SL. NO.                                                               | PARTICULARS                                                                                                                                                                         | INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                             | REMARKS<br>(if any) |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1.                                                                    | Name of the Employee                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 2.                                                                    | HRMS ID.                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 3.                                                                    | Contact No.                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| <b>Attach attested copy of following documents (Sl.No. 4 to 11) :</b> |                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 4.                                                                    | Date of Joining in P.W.Dte.                                                                                                                                                         | <div> <div> <div></div> <div></div> <div></div> </div> <div>/</div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> <div>/</div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> </div> <div>Forenoon <input type="checkbox"/></div> <div>Afternoon <input type="checkbox"/></div> |                     |
| 5.                                                                    | Appointment Order No. & date                                                                                                                                                        | No.:<br>Date :                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |
| 6.                                                                    | Confirmation Order                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 7.                                                                    | Passing of departmental Computer Type Test organised by NSATI                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 8.                                                                    | Documents w. r. t. Educational Qualification                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 9.                                                                    | Caste Certificate                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 10.                                                                   | Service Book Page No.3, 4 & 5                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 11.                                                                   | Copy of latest Pay Slip                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 12.                                                                   | Certification of continuous and satisfactory service. ( <i>Attach Certificate</i> )                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 13.                                                                   | Whether any action has been taken by the appropriate authority against him/her as per sub-rule-1 of Rule-7 of W. B. S. (CCA) Rules, 1971. ( <i>If yes, please provide details</i> ) |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 14.                                                                   | Departmental proceedings if any, ongoing/being contemplated against said employee. ( <i>if yes, please provide details</i> )                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 15.                                                                   | Additional relevant information, if any.                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |

Above noted information in respect of the concerned employee are being provided on the basis of the available documents/information in the office and records in his/her Service Book.(authenticated copies of supporting documents are enclosed herewith).

**Verified & found correct**

**Signature of Controlling Officer with Date & Seal**  
(Not below the rank of Executive Engineer)