



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

No. 409-R/E-PWD-12025/3/ 2021-DIR (PWD)-Dept. of PWD

Date: 13.02.2026

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

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

Sub: Seeking APR and Service Details of LDCs appointed on the basis of Clerkship 2019, Examination.

With reference to the subject mentioned above, he is requested to furnish the following information and corresponding documents along with the filled in Annexure-I of Service Details (attached herewith) in respect of the Lower Division Clerk(s), attached to his office, who were appointed on a temporary basis on the recommendation of the Public Service Commission, West Bengal, on the basis of the Clerkship Examination, 2019, and have completed 3 (three) years of satisfactory continuous service from the date of joining in the said post, for the purpose of their service confirmation:

1. Annual Performance Report from the date of joining till the date of completion of 3(three) years continuous service.
2. Authenticated photocopy of the 3rd page of the Service Book of the concerned LDC.
3. Whether the concerned LDC(s) joined in the Forenoon or Afternoon session.
4. Whether the services rendered by the concerned LDC(s) have been continuous and satisfactory.
5. Whether the LDC(s) who took other than Bengali/Nepali in Group-B in Part-II in the above mentioned Recruitment Examination, has passed Departmental Examination in Bengali (corroborating document is to be produced).
6. Attested photocopy of Caste Certificate (if applicable).
7. Statement of D.P./Vigilance Clearance.
8. Statement on up-to-date Asset Statement Submission.

The matter has been processed in E-File no. PWD-12025/3/ 2021-DIR (PWD)-Dept. of PWD (Comp no. 377824).

Encl: Annexure-I - Service Details


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

Annexure-I to Memo no. **409-R/E-PWD-12025/3/ 2021-DIR (PWD)-Dept. of PWD**
dated. **13.02.2026**

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 (A.N/F.N) (Supporting Documents)	:	
7.	Appointment Order No. & Date (Supporting Documents)	:	
8.	Present place of posting	:	
9.	Whether passed in Departmental Examination in Bengali who opted other than Bengali/Nepali in Group-B of Part-II in the Clerkship Examination, 2019.	:	
10.	Whether submitted Declaration of Asset Statements regularly and up-to- date since joining to the present post	:	
11.	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 detail.	:	

Signature of Govt. employee

Signature with date & seal of Head of the Office