



GOVERNMENT OF WEST BENGAL
Public Works Directorate
Establishment Branch, Cell-II
Khadya Bhavan, Block-A (4th Floor)
11/A Mirza Ghalib St., Kol.-700087
Tel. No.: 033-2209-3668

No. 638 /PW/O/E-II/4C-02/2026

Date:26.02.2026

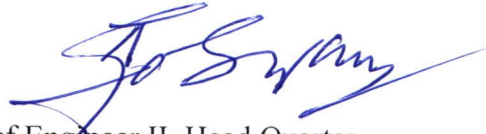
From: The Chief Engineer II, Head Quarter
Public Works Directorate.

- To :
1. The Chief Engineer _____, (All), Public Works Directorate. / Electrical, Public Works Directorate. / Social Sector, Public Works Directorate.
 2. The Chief Govt. Architect & Ex-Officio Chief Engineer, Public Works Directorate.
 3. The Senior Superintending Engineer / Superintending Engineer _____,(All), Public Works Directorate.
 4. The Executive Engineer, _____, (All), Public Works Directorate.

Sub: Seeking APR and Service Details of Lower Division Clerks appointed under this Directorate through Clerkship Examination-2019 conducted by West Bengal, Public Service Commission for their Service Confirmation on completion of 3 (three) years of continuous and satisfactory service since their respective dates of joining.

Enclosed please find Annexure-I and furnish necessary information mentioned therein with respect to Lower Division Clerks (PSC-2019 Batch) presently working at office / offices under his administrative control who have completed / is about to complete 3 (three) years of continuous and satisfactory service. Supporting documents as mentioned in Annexure-I, Authenticated photocopy of the 3rd page of Service Book and last 3 years APR (in original) of each of them should also be submitted by his end . Above information and documents are required for consideration of Service confirmation of eligible Lower Division Clerks (on completion of three years of continuous and satisfactory service since their respective dates of joining) as per existing rules.

Enclo.: Annexure-I


Chief Engineer II, Head Quarter
Public Works Directorate.

Annexure-I

Service Details of Lower Division Clerk(s) under P.W.Director for Confirmation in Service

SL. NO.	PARTICULARS	INFORMATION	REMARKS(If any)
1.	Name of the Employee		
2.	Date of Birth	D D / M M / Y Y Y Y	
3.	HRMS ID.		
4.	Contact No.		
5.	Date of Joining in P.W.Dte. (Attach duly signed online joining order)	D D / M M / Y Y Y Y Forenoon ☐ Afternoon ☐	
6.	Appointment Order No. & date.(Attach Appointment Order)	No.: Date :	
7.	Certification of 3 (three) years of continuous and satisfactory service in the present post. (Attach Certificate)		
8.	Certification of submission of year-wise Asset Statement upto 01.01.2026 since joining. (Attach Certificate)		
9.	Whether passed in Departmental Examination as required for candidates who had taken subjects other than Bengali/ Nepali in Group-B, Part-II of Clerkship Examination, 2019 of PSC, WB. (if yes, please attach necessary document(s))		
10.	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. (If yes, please provide details)		
11.	Departmental Proceedings if any, ongoing/being contemplated against said employee. (if yes, please provide details)		
12.	Additional relevant information, if any.		

Above noted information in respect of the concerned employee are being provided on the basis of the records available 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)