

Government of West Bengal
Department of Personnel and Administrative Reforms
(Common Cadre Wing)
State Secretariat, NABANNA, 7th Floor,
325, Sarat Chatterjee Road, Howrah-711102
(Email id: paregov.ccw@gmail.com)

No. 350 -PAR(CCW)
M-19/17

Date- 15/09/2021

From : The Assistant Secretary to the
Government of West Bengal

To : The Assistant/Deputy Secretary,
Department
Government of West Bengal

Sub: Forwarding of the name(s) for Examination on Computer Operation and Computer
Typing at the ATI, WB

Sir,

With a reference to letter no. 118-PAR(CCW) dated 11/04/2019 of this Department, all the Departments /Offices are once again requested to send the name(s) of confirmed, eligible Group-D and non-technical Group-C employees concerned of the departments/offices of the State Secretariat in the prescribed format, who are willing to appear in the Type Test and are willing to be promoted to the post of LDA, to the Common Cadre Wing of this Department at the time of incorporating their names in the list of Gr.D/non-technical Gr.C employees. Some Departments have been sending such recommendation for conducting Type Test directly to ATI, WB. Concordant irregularities will not be entertained and the candidates even if they qualify in the said test will not be treated as successful by this Department for consideration of their promotion.

This only applies to the candidates working under the purview of State Secretariat.

Yours faithfully,

Sd/-
Assistant Secretary

No. 350 /1(3)-PAR(CCW)

Date: 15/09/2021

Copy forwarded for information and necessary/appropriate action to :-

1. The Controller of Type Test and Officer on Special Duty, Administrative Training Institute, Government of West Bengal.
2. The I.T.Cell of this Deptt. – with a request to upload this in the Departmental website at the earliest.
3. Guard File.

G. Sardar
Assistant Secretary