

**Government of West Bengal
Public Works Department
Establishment Branch
Khadya Bhaban, Block-A
11A, Mirza Ghal St. Kolkata-700087**

No.:1043(220)-E/PW/O/E-1/2M-56/2014

Date : 23.04.2024

**From : The Joint Secretary
to the Government of West Bengal,
Public Works Department.**

✓ **To : All DDOs, Public Works Directorate/ Public Works (Roads) Directorate / Public Works Directorate, Social sector**

Sub: Service Particulars of the contractually engaged Assistant Engineers & Junior Engineers (Civil & Electrical) presently working under P.W.D.

Inviting reference to the aforesaid subject the undersigned is directed to request him to furnish the duly filled - in PROFORMA OF SERVICE PARTICULARS **in respect of the contractually engaged Assistant Engineers & Junior Engineers (Civil & Electrical) [posted under his jurisdiction] who has drawn their monthly remuneration as on 01.01.2024 under his DDOship** and presently working under the Public Works Directorate, the Public Works (Roads) Directorate and the Public Works Directorate, Social sector [Blank Proforma of Service Particulars is enclosed herewith for ready reference].

2. This may kindly be treated as **"EXTREMELY URGENT" with due importance..**

Encl : As stated.

Joint Secretary (P)
to the Government of West Bengal, PWD

No.:1043/1(10)-E

Date : 23.04.2024

Copy forwarded for information & necessary action to :

1. The Chief Engineer, H.Q. P.W.Dte./P.W.(Roads) Dte.
2. The Chief Engineer, _____, P.W.Dte./P.W.(Roads) Dte.
3. The Chief Engineer, P.W.Dte., Social Sector.
4. The Chief Engineer, Housing Directorate.
5. The Assistant Chief Engineer (Personnel), P.W.Dte./P.W.(Roads) Dte.

Deputy Secretary (P)
to the Government of West Bengal, PWD

PROFORMA OF SERVICE PARTICULARS OF CONTRACTUAL ENGINEERS UNDER P.W.D.

1	Name of Incumbent	:	
2	Father's / Husband's Name	:	
3	Address	:	
4	Date of Birth	:	
5	Gender	:	
6	Caste	:	
7	Qualification	:	
8	Mobile No.	:	
9	Category / Designation	:	
10	Date of engagement	:	
11	Monthly remuneration	:	
12	Present place of posting	:	
13	Engaging Authority	:	
14	Remarks	:	

The aforesated PROFORMA OF SERVICE PARTICULARS has been prepared with satisfactory evidence
(authenticated copies of supporting documents enclosed herewith).

VERIFIED and FOUND CORRECT

.....
Signature of the incumbent

.....
**SIGNATURE OF THE CONTRILLING
OFFICER WITH OFFICIAL SEAL & DATE
(not below the rank of Executive Engineer)**