

Government of West Bengal
Public Works Department
Establishment Branch

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

No. : 4825-PWD-12019/1/2019-WORKS WING –Dept. Of PWD Dated: 07/12/2021

From: The Joint Secretary (Personnel) to the Government of West Bengal.

To : 1. The Chief Engineer (HQ), Public Works Directorate.
2. The Chief Engineer, Public Works Directorate, Social Sector.
3. The Chief Engineer (HQ), Public Works (Roads) Directorate.
4. The Superintending Engineer, ----- Circle,
P. W. Dte. (Civil & Electrical) / P. W. Dte., Social Sector / P. W. (Roads) Dte.

Sub. : Information regarding Work Assistant (Civil & Electrical) in Basic Grade and Grade-I working under Public Works Department.

Ref: This Department's Memo. Nos. (i) 969(4)-PWD-12019/1/2019-Works Wing dated 17/07/2020 & (ii) 1785-PWD-12019/1/2019-WORKS WING –Dept. Of PWD Dated: 07/01/2021.


REMINDER

In inviting an attention to the above mentioned subject and reference thereof, the undersigned is directed to state that the required information in the prescribed format with the authenticated supporting documents, as sought for, has not been received in this Department from some Circle Offices.

As such, it is requested to furnish the required information, along with authenticated supporting documents, to this Department within 15 working days from the date of issue of this letter, failing which the sanctioned strength of Work Assistant in that particular Circle would be considered as Nil.

In case of no sanctioned strength, a NIL Report may kindly be furnished.

It is to be taken on **top priority** and treated as **extremely urgent**.


Joint Secretary (Personnel)
to the Government of West Bengal


07.12.2021

