

**Government of West Bengal  
Directorate of Health Services  
Administration Branch  
Swasthya Bhawan, GN-29, Sector-V  
Salt Lake, Kolkata-700091**


No. HPT/10M-103-2012/A

Dated, the, Kolkata

2018

**C I R C U L A R**

It has been observed that in response to this office circular no. HPT/10M-103-2012/A406 dated 9/2/2018, some Gr. D & eligible Gr. C employees have not submitted certificate(s) of knowledge of computer & typing speed. They are once again requested to furnish the certificate(s) of acquisition of elementary knowledge of computer operation with the ability of typing on computer at the speed of 35 (thirty five) words per minute in English and 25 (twenty five) words per minute in Bengali from an organization of repute for a period not less than 6 (six) months within 07 (seven) days from the date of issuance of this circular for consideration of promotion to the posts of LDC (Regional) under the Directorate of Health Services in 10% quota, failing which, their candidature will not be considered for such promotion.

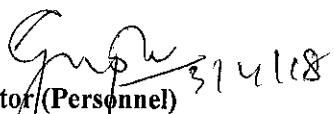
  
**Addl. Director (Personnel)  
Government of West Bengal**

No. HPT/10M-103-2012/A 1342/1(2)

Dated, the, Kolkata 4/4/2018

Copy forwarded for information & taking necessary action to :-

1. All the concerned authorities & staff
2. In-charge, I T Cell for web posting

  
**Addl. Director (Personnel)  
Government of West Bengal**