

Government of West Bengal  
Directorate of Health Services  
Administration Branch  
Swasthya Bhavan, GN-29, Sector-V.  
Salt Lake, Kolkata-91

No. HAD/10M-13-17/A 2262

Dated, the, Kolkata... 29/4/2019

CIRCULAR

All concerned authorities are hereby requested to furnish the particulars of all willing, confirmed and qualified Gr. D and eligible Gr. C (Non-technical) staff who have passed Madhyamik or equivalent exam. with acquisition of elementary knowledge of computer operation with the ability of typing on computer at the speed of 20 words per minute in English or 10 words per minute in Bengali from a reputed organization for a period not less than 6 (six) months and joined on or after 01/01/2001 up to 31/12/2010. This is in relation to updation of gradation/seniority list regarding their promotion to the posts of LDC (Regional) under 10% quota. Report should be sent at an early date in the format mentioned below :-

Name & Designation	Date of Birth	Date of joining	Place of posting	Educational Qualification		Category (UR/SC/ST)
				Madhyamik or eqv.	Computer Literacy	

omb Addl. Director (Personnel) &  
e.o Special Secretary  
Government of West Bengal  
29/4/19