



Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests, Head of Forest Force
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Visit us at: www.westbengalforest.gov.in



No. 6882/ PMC / 2E – 8 / 2018,

Dated 13.11.2019

From : The Principal Chief Conservator of Forests & HOFF, West Bengal.

To :

1. All Chief Conservator of Forests, West Bengal.
2. The Director, Sunderbon Biosphere Reserve ,
3. All Conservator of Forests,
4. The Field Director , B T R / S T R.
5. The Joint Director, Sunderban Biosphere Reserve
6. All Divisional Forest Officers, West Bengal (including GTA)
7. The Deputy Field Director, STR / BTR (East)/ BTR (West) Division.
8. The Director, SFTI (Hizli) /West Bengal Forest School (Dow hill)

Sub : Promotion to the post of Head Clerks in Circle/ Division offices by option made by the Circle Accountants/ Divisional Accountants/ Upper Division Clerks.

I am directed to send herewith a list "A" containing names of Circle / Division offices where the posts of Head Clerk are lying vacant and a copy of Annexure - I, regarding declaration, in order to fill up fifteen (15) numbers of vacant posts of Head Clerk in Regional cadre from senior most eligible Circle Accountants/ Divisional Accountants/ Upper Division Clerks, receipt of which may kindly be acknowledged.

You are therefore requested to furnish the following information/ documents in respect of the willing incumbents working in any regional level offices of Forest Directorate through proper channel.

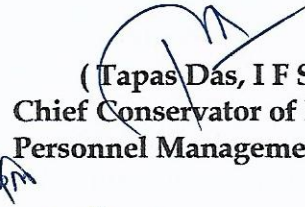
1. Option received from the willing incumbents related to your Circle/ Division
2. Annexure-I duly filled in by the incumbent concerned.
3. OPRs & Integrity certificate for three (3) consecutive financial years i.e. for the year (i) April 2016 to March 2017, (ii) April 2017 to March 2018 and (iii) April 2018 to March 2019.(Assessment of Integrity is mentioned in " Column no. D" as is specified formats).
4. If any departmental proceeding or criminal case is lying against the incumbent concerned.
5. Date of joining as Accountant / UDC.
6. Whether he /she has regularly submitted Declaration of Assets till date.
7. Whether SC / ST (Xerox copy of the certificate attested by the concerned controlling officer should be sent).

The matter is to be considered on priority basis and the above information/ documents should reach this office latest by 16th December,2019 without fail. Any option received after the stipulated date will not be entertained.

In this connection, this is to inform you that one incumbent should not opt for more than two (02) options in order of priority . In respect of selection for a multiple chosen post or options, against the any single vacant post of Head Clerk in circle / Division, from the willing incumbents, senior most will be preferred.

In this connection, this is also to inform you that, as it is a promotional post the incumbents on promotion, may be posted to any office where the service is necessary in the interest of public service .

LIST - A : 1. CENTRAL CIRCLE 2. SOUTH-WEST CIRCLE 3. PUBLICITY DIVISION 4. PURBA MEDINIPUR DIVISION 5.KHARAGPUR DIVISION 6. KANGSABATI (SOUTH) DIVISION 7. PURULIA DIVISION 8. DARJEELING DIVISION 9. COOCHBEHAR DIVISION 10. JALDAPARA WILDLIFE DIVISION 11.GORUMARA WILDLIFE DIVISION 12. BUXA TIGER RESERVE (EAST) 13. BUXA TIGER RESERVE (WEST) 14. SILVICULTURE (NORTH) DIVISION 15. RAIGANJ DIVISION


(Tapas Das, I F S)
Chief Conservator of Forests,
Personnel Management Cell .
13.11.19

ANNEXURE – 1

Name : -----

Designation : -----

Office Address : -----

I hereby willingly declare that in respect of this promotion I will never claim any pay protection if any of junior gets higher pay due to promotion to the post of **Head Clerk** in **Circle / Division Office** from the post of **Accountant** of the **Circle offices** in Regional cadre of Forests Directorate.

Date: -----

Signature