



Government of West Bengal
Department of Women and Child Development & Social Welfare,
Bikash Bhawan, 10th Floor, Salt Lake City, Sector I, Kolkata-700091

Dated, Kolkata, 08/09/2025

From: The Special Secretary to the Govt. of West Bengal

To:

1. The Director of ICDS, W.B.,
2. The Director of Child Rights & Trafficking, W.B.
3. The Director of Social Welfare, W.B.,
4. The Controller of Vagrancy, W.B.,
5. The State Commissioner for Persons with Disabilities, W.B.
6. The Member Secretary, WBTGPB
7. The Secretary, WBWDU, W.B.
8. The District Magistrate Howrah District.

ADM (D)
12/9
District Magistrate
Howrah

Sub: Regulations for promotion to the posts of Assistant Director, Deputy Director and Joint Director.

Madam/Sir,

In supersession of this Department's earlier Memo No. 4744 (25)-SW/O/3E-64/15 dated 08.09.2015, I am directed to communicate the following decision taken by this Department with regard to promotion to the posts mentioned in "Subject" above:

1. Promotion to the post of Assistant Director, shall be on the basis of the existing Gradation List of the WBJSWS Officers and as per the seniority of the Officer and subject to her/his fulfilling other eligibility criteria.
2. For promotion to the post of Assistant Director, only those officers would be considered who have served for at least 1(one) year in the post of DPO (ICDS)/DSWO or at least 2 years as Superintendent/Manager of Government run Home. They have to earn an average of 60% marks merit rating in their last three years' Self-Appraisal Report (SAR).
3. For promotion to the post of Deputy Director, only those Assistant Directors would be considered who have served for at least one year, in that capacity. They have to earn an average of 75% marks merit rating in their last three years' Self-Appraisal Report (SAR).
4. For promotion to the post of Joint Director, only those Deputy Directors would be considered who have served for at least 6 (six) months in that capacity and earned a merit rating of at least 80% or above in their SAR for last 1 (one) year.
5. All such Officers must have a clear Integrity Report from the Reporting Officer.

Special Secretary to the Govt. of West Bengal
I Number on the top right corner is Issue Number

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