No. of vacancy of all the Clerical Staff of the Judgeship of Alipurduar in term of Shetty Commission report as well as the District Service Rule-2015 and the senerio will be as follows after filling up all the posts through promotion from the existing Clerical Cadre and the Group"D" Cadre.

In partial modification in respect of the draft promotion list of Clerical Cadre of the Judgeship of Alipurduar the following draft promotion list is made.

CHIEF ADMINISTRATIVE OFFICER = 01 **Single Cadre Post " No Reservation as per 50 point Roster is applicable"**

SENIOR SHERISTADAR = 02 **" Reservation as per 50 point Roster applicable"**

a) Sheristadar for the Civil Judge Senior Division, Alipurduar.

b) Clerk-In-Charge for the Chief Judicial Magistrate, Alipurduar.

JUNIOR SHERISTADAR = 01 **Reservation as per 50 point Roster applicable"**

BENCH CLERK GRADE I = 02(from 29.04.2023) and 3(from 04.10.2024)" Reservation as per 50 point Roster is applicable"

ADDITIONAL SUPERVISORY GRADE POST= 1 **Reservation as per 50 point Roster applicable**
Formula for creation of Additional Supervisory Grade Post:

Total Clerical Strength 49 minus Total Graded Post except Grade-III Bench Clerk 10= 39

10% of 39=3.9 @ 4 minus Grade II Bench Clerk post 3=1

BENCH CLERK GRADE II=03." Reservation as per 50 point Roster is applicable"

BENCH CLERK GRADE III=04" Reservation as per 50 point Roster is applicable"

UPPER DIVISION CLERK= 49-15= 34/2=17 " Reservation as per 50 point Roster is applicable"

LOWER DIVISION CLERK= 17 " Reservation as per 50 point Roster is applicable"

CHIEF ADMINISTRATIVE OFFICER /SHERISTADAR GRADE-I

50-Point roster is not applicable being single cadre post

Sl. No.	Name of employee entitled	With effect from	To date	Date of retirement	Fact of Vacancy
1	Shri Prasanta Kumar Dey	29.05.2023	31.10.2023	31.10.2023	Bi-furcation
2	Shri Swapan Ray	01.11.2023	Till date	31.12.2027	Due to retirement of Prasanta Kr. Dey.

SENIOR SHERISTADAR/SHERISTADAR GRADE-II

No.of vacancy=02 **Reservation as per 50 point roster is applicable**

Sl. No.	Name of employee entitled	Vacancy Number	With effect from	To date	Fact of vacancy	Remarks
1	Shri Prasanta Kr. Dey (UR)	01(SC)	29.04.2023	28.05.2023	Due to bi-furcation	1st vacancy is reserved for SC but having no SC candidate under Zone of consideration the vacancy is carried forward to the vacancy No. 2
2	Shri Swapan Ray(UR)	02(SC) Carry forward from vacancy 1	29.04.2023	31.10.2023	Due to bi-furcation	Having no SC candidate under Zone of consideration the vacancy is carried forward for vacancy No. 3
3	Smt. Soma Biswas(UR)	03(SC) Carry forward from vacancy 1 and merged	29.04.2023	Till date	Due to promotion of Shri Prasanta Kr. Dey to the post of CAO	Having no. SC candidate under Zone of consideration the vacancy is carried for for the vacancy no. 4
4	Shri Sanjay Bala(SC)	04(ST) Carry ford till next reservation	01.11.2023	Till date	Due to promotion of Shri Swapan Ray to the post of CAO	Having no ST candidate under Zone of consideration the vacancy is carried forward for the vacancy No.5

Sub gr Head.
05/8/25

Contd.....page 2

Rekamakar.

Bench Clerk Grade-I/Sheristadar Grade-III

Junior Sheristadar/Sheristadar Grade III=1

Bench Clerk Grade I = 02 (w.e.f. 29.04.2023) **" Reservation as per 50 point Roster is applicable"**

Bench Clerk Grade I=03 (w.e.f. 04.10.2024)

Sl. No.	Name of employee entitled	Designation	Vacancy Number	With effect from	To date	Date of retirement	Fact of Vacancy
1	**Shri Prasanta Kr. Dey**	**B/C Grade-I/ Jr. Sheristadar**	**Existing**	**16.04.2021**	**28.04.2023**		**Bi-furcation**
2	**Shri Swapan Ray**	**B/C Grade-I/ Jr. Sheristadar**	**Existing**	**01.09.2022**	**28.04.2023**		**Bi-furcation**
3	**Smt. Soma Biswas**	**B/C Grade-I/ Jr. Sheristadar**	**Existing**	**01.02.2023**	**28.04.2023**		**Bi-furcation**
4	**Shri Sanjay Bala(SC)**	**B/C Grade-I/ Jr. Sheristadar**	**01(SC)**	**29.04.2023**	**31.10.2023**	**As per 50 point Roster.**	**Due to promotion of Shri Prasanta Kumar Dey to the post of Sr. Sheristadar on 29.04.2023**
5	**Smt. Susmita Banerjee(UR)**	**B/C Grade-I/ Jr. Sheristadar**	**02**	**29.04.2023**	**31.03.2024**	**Retired On 31.03.2024**	**Due to promotion of Shri Swapan Ray to the post of Sr. Sheristadar on 29.04.2023**
6	**Shri Keshab Ch. Ray (SC)**	**B/C Grade-I/ Jr. Sheristadar**	**03**	**29.05.2023**	**Till date**		**Due to promotion of Smt. Soma Biswas to the post of Sr. Sheristadar on 29.04.2023**
7.	**Shri Shankar Lama(ST)**	**B/C Grade-I**	**04(ST)**	**01.11.2023**	**Till date**		**Due to promotion of Shri Sanjay Bala to the post of Sr. Sheristadar on 01.11.2023.**
8.	**Snehasish Bhattacharya (UR)**	**B/C Grade-I**	**05(UR)**	**01.04.2024**	**Till date**		**Due to retirement of Smt. Susmita Benerjee on 31.03.2024**
9.	**Shri Mohan Ch. Dey(UR)**	**B/C Grade-I**	**06(UR)**	**04.10.2024**	**Till date**		**Due to creation of Adj 2nd Court, Alipurduar On 04.10.2024.**

Bench Clerk Grade II = 03
Additional Supervisory Grade=1

" Reservation as per 50 point Roster is applicable"

Sl. No.	Name of employee entitled	Designation	Vacancy Number	With effect from	To date	Fact of Vacancy	Remarks
1	**Smt. Susmita Banerjee(UR)**	**B.C Grade II/ Addl. Supervisor**	**existing**	**01.04.2022**	**28.04.2023**	**Bi-furcation**	
2	**Shri Sanjay Bala(SC)**	**B.C Grade II/ Addl. Supervisor**	**existing**	**01.09.2022**	**28.04.2023**	**Bi-furcation**	
3	**Shri Keshab Ch. Ray(SC)**	**B.C Grade II/ Addl. Supervisor**	**01(SC)**	**29.04.2023**	**28.05.2023**	**Bi-furcation**	**As per 50-point roster.**
4.	**Shri Snahasish Bhattacharya (UR)**	**B.C Grade II/ Addl. Supervisor**	**02**	**29.04.2023**	**31.10.2023**	**Bi-furcation**	
5	**Shri Mohan Ch. Dey(UR)**	**B.C Grade II/ Addl. Supervisor**	**03**	**29.04.2023**	**31.03.2024**	**Due to promotion of Shri Sanjay Bala to the post Bench Clerk Grade-I/Junior Sheristadar on 29.04.2023**	
6.	**Shri Srimal Pramanik(UR)**	**B.C Grade II/ Addl. Supervisor**	**04(ST)**	**29.04.2023**	**Till date**	**Due to promotion of Smt. Susmita Banerjee to the post of B/C Gr. I on 29.04.2023.**	**Having no ST candidate under zone of consideration the post is filled up with UR Candidate and the Vacancy No. 4 is carried forward to Vacancy No. 5.**
7	**Shri Shankar Lama(ST)**	**B.C. Grade II**	**05(ST) Carry ford and merged.**	**29.05.2023**	**31.10.2023**	**Due to promotion of Shri Keshab Ch. Ray to the post of B/C Gr-I on 29.05.2023.**	**As per 50 point Roster**
8	**Shri Sourav Paul(UR)**	**B.C. Grade II**	**06(UR)**	**01.11.2023**	**Till date**	**Due to promotion of Shri Snehashis Bhattacharyato the post of B/C Gr. I on 01.11.23**	
9	**Shri Ajoy Sarkar (SC)**	**B.C. Grade II**	**07(SC)**	**01.04.2024**	**Till date**	**Due to promotion of Shri Mohan Ch. Dey to the post of B/C Gr. I on 01.04.2024**	
10	**Shri Bittu Majumder.(UR)**	**B.C. Grade II**	**08(UR)**	**04.10.2024 Notionally**	**Till date**	**Due to promotion of Shri Srimal Pramanik to the post of B/C Gr. I on 04.10.2024.**	

Proposed by me
6/5/8/25

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Existing Senerio of Upper Division Clerk
2023

Bench Clerk Grade-III= 4 **" Reservation as per 50-Point roster is applicable"**
Number of Vacancy of Upper Division Clerk= 17
75% of 17 i.e. 13 number of vacancy will be filled up by way of promotion and the rest number of 4 will be filled up by direct recruitment.

Sl. No.	Name of employee entitled	Designation	Vacancy Number	**Notionally effect**	Date of Actual effect	Actual effect to date	Fact of Vacancy	Remarks
1	**Shri Shahasish Bhattacharya**	**B/C Gr.III**	**existing**	**N/A**	**N/A**	**28.04.2023**	**N/A**	
2	**Shri Mohan Ch. Dey**	**B/C Gr.III**	**existing**	**N/A**	**N/A**	**28.04.2023**	**N/A**	
3	**Shri Keshab Ch. Ray**	**B/C Gr.III**	**existing**	**N/A**	**N/A**	**28.04.2023**	**N/A**	
4	**Shri Krishan Kispotta**	**B/C Gr.III**	**existing**	**N/A**	**N/A**	**N/A**	**N/A**	**Un-satisfactory OPR**
5	**Shri Srimal Pramanik**	**U.D.C**	**existing**	**N/A**	**N/A**	**28.04.2023**	**N/A**	
6	**Shri Sourav Paul**	**U.D.C**	**existing**	**N/A**	**N/A**	**31.10.2023**	**N/A**	
7	Shri Ajoy Sarkar (SC)	U.D.C/ B.C Gr. III	01(SC)	N/A	29.04.2023	**31.10.2023**	bifurcation	As per 50 point roster.
8	Shri Bittu Majumder(UR)	U.D.C	02(UR)	**29.04.2023**	**X**	**X**	bifurcation	**Actual date of effect will be effective after fulfilment of terms and condition as laid down**
9	Shri Vaskar Saha(UR)	U.D.C	03(UR)	N/A	29.04.2023		bifurcation	
10	Shri Shankar Lama(ST)	U.D.C	04(ST)	N/A	29.04.2023	**28.05.2023**	bifurcation	As per 50 point roster.
11	Shri Suman Debnath (UR)	U.D.C	05(UR)	N/A	29.04.2023		bifurcation	
12	Shri Tushar Kanti Ghosh(UR)	U.D.C	06(UR)	N/A	29.04.2023		bifurcation	
13	Shri Ajoy Sarkar II(SC)	U.D.C	07(SC)	N/A	29.04.2023		bifurcation	As per 50 point roster.
14	Shri Bipin Roshan Toppo(ST)	U.D.C	08(UR)	N/A	29.04.2023		bifurcation	
15	Shri Saukat Alam(UR)	U.D.C	09(UR)	N/A	29.04.2023		bifurcation	
16	Shri Animesh Ch. Ray(UR)	U.D.C	10(UR)	N/A	29.04.2023		bifurcation	
17	Shri Utpal Sarkar(SC)	U.D.C	11(SC)	N/A	29.04.2023		bifurcation	
18	Shri Sudip Biswas(SC)	U.D.C	12(UR)	N/A	29.04.2023		bifurcation	
19	Shri Ratan Barman(SC)	U.D.C	13(UR)	29.05.2023	**From the date of fulfilment of terms and condition as laid down**		bifurcation	
20	Shri Sahadeb Barman(SC)	U.D.C	14(UR)	29.05.2023	29.04.2026		bifurcation	
21	Shri Khokan Barman(SC)	U.D.C	15(SC)	29.05.2023	**From the date of fulfilment of terms and condition as laid down**		bifurcation	As per 50 point roster.
22	Shri Debashis Deb(UR) P/S	U.D.C	16(UR)	N/A	**29.05.2023**		bifurcation	
23	Shri Subrata Sarkar(UR)	U.D.C	17(UR)	29.05.2023	29.04.2026		bifurcation	
24	Shri Jayabrata Ray(SC)	U.D.C	18(SC)	N/A	**29.05.2023**		bifurcation	
25	Shri Snehashis Chanda(UR)	U.D.C	19(UR)	N/A	29.05.2023		bifurcation	

N.B.

The incumbent as per Sl. No. 8 has completed his graduation as disclosed by him through one Advocate letter. He is directed to submit the relevant certificate for proper verification by the end of this year failing which his promotional benefit will be ceased and he will be reverted to the post of LDC. After fulfilment of all official procedure his promotional benefit will be offered on and from the date of his entitlement i.e. 29.04.2023 to the post of UDC and from the date of 04.10.2024 to the post of Bench Clerk Grade II.

SL.No. 19,20,21,23 have been offered promotion to the post U.D.C notionally from the date as mentioned. Their actual promotional benefit will be offered after completion of 3(three) years i.e. on and from 29.04.2026. The employee concerned bearing Sl. Nos 19 and 21 who have not yet completed their graduation degree are hereby given opportunity to complete their graduation degree by 31.12.2029 failing which their promotion will be ceased as per rule laid down in the District Service Rule-2015 and the employee concerned will be reverted to the post of LDC.

Submitted
06/5/8/25

Contd. To page.....4

Prakamakar

Senerio of Upper Division Clerk
2024

Number of Vacancy of Upper Division Clerk= 04 **" Reservation as per 50-Point roster is applicable"**
75% of 04 i.e. 03 number of vacancy will be filled up by way of promotion and the rest number of 1 will be filled up by direct recruitment.

Sl. No.	Name of employee entitled	Designation	Vacancy Number	**Notionally effect**	Date of Actual effect	Notional effect to date	Actual effect to date	Fact of Vacancy	Remarks
01	Shri Rajesh Chakraborty(UR)	U.D.C	20(UR)	29.05.2024 notionally	29.04.2026			Bifurcation	As per 50-Point Roster
02	Shri Prafulla Mondal(SC)	U.D.C	21(SC)	29.05.2024 notionally	29.04.2026			Bifurcation	As per 50-Point Roster
03	Shri Manoj Sarkar(UR)	U.D.C	22(UR)	29.05.2024 Notionally	29.04.2026			Bifurcation	

SL. Nos 1-3 will be promoted notionally for three years in term of District Service Rule-2015. Their promotional benefit will be offered after completion of 3(three) years i.e. on and from 29.04.2026 subject to availability of Graduation degree in the their Service record

Existing Senerio of Upper Division Clerk
2025

Number of Vacancy of Upper Division Clerk= 01 **" Reservation as per 50-Point roster is applicable"**
75% of 01 i.e. 01 number of vacancy will be filled up by way of promotion and the rest number of 0 will be filled up by direct recruitment.

Sl. No.	Name of employee entitled	Designation	Vacancy Number	**Notionally effect**	Date of Actual effect	Notional effect to date	Actual effect to date	Fact of Vacancy
01	Shri Surajit Basak(UR)	U.D.C	23(UR)	29.05.2025	29.04.2026			

The employee concerned will be promoted notionally for three years in term of District Service Rule-2015. His promotional benefit will be offered after completion of 3(three) years i.e. on and from 29.04.2026 subject to availability of Graduation degree in his service record.

Senerio of Lower Division Clerk
2023 **" Reservation as per 50-Point roster is applicable"**

Total Number of Vacancy =17
Vacancy will be filled up through Promotion = 04
Left for direct recruitment=13

Sl. No.	Name of employee entitled	Vacancy Number	Notionally effect from	Actual date of effect.	Notional to date effect.	Actual to date effect	
1	Shri Ratan Barman (SC)	01(SC)	29.04.2023	21.07.2025	28.05.2023	28.04.2026	
2	Shri Sahadeb Barman(SC)	02(UR)	29.04.2023	21.07.2025	28.05.2023	28.04.2026	
3.	Shri Debashis Deb(UR)	03(UR)	x	29.04.2023	28.05.2023	28.05.2023	
4	Shri Khokan Barman (SC)	04(ST)	29.04.2023	21.07.2025	28.05.2023	28.04.2026	Having no ST Candidate under the Zone of consideration the post is filled up with the group"D" Staff as per seniority.
5	Shri Subrata Sarkar(UR)	05(UR)	29.04.2023	21.07.2025	28.05.2023	28.04.2026	
6	Shri Snehashis Chanda(P/S)(UR)	06 (UR)	x	29.04.2023	28.05.2023	28.05.2023	
7	Shri Rajesh Chakraborty(UR)	07(SC) carry ford.	29.04.2023	21.07.2025	28.05.2023	28.04.2026	Having no SC Candidate under Zone of consideration.
8	Shri Manoj Sarkar(UR)	08(SC) Carry ford.	29.04.2023	21.07.2025	28.05.2024	28.04.2026	Having no SC Candidate under Zone of consideration.
9	Shri Jayabrata Ray(SC) P/S	09(SC) carry ford and merged	x	29.04.2023	29.04.2024	28.04.2024	
10	Shri Surajit Basak	10(UR)	29.04.2023	21.07.2025	28.05.2024	28.04.2026	
11	Shri Prafulla Mondal(SC)	11(SC)	29.04.2023	21.07.2025	28.05.2025	28.04.2026	As per 50-point roster.
12	Shri Partha Das Chowdhury(UR)	12(UR)	29.05.2023	21.07.2025	Till date	N/A	
13	Shri Sujit Pandit(UR)	13(UR)	29.05.2023	21.07.2025	Till date	N/A	
14	Sahajahan Mia(UR)	14(UR)	29.05.2023	21.07.2025	Till date	N/A	
15	Shri Sumon Sarkar(SC)	15(SC)	29.05.2023	21.07.2025	Till date	N/A	As per 50-point roster

Submitted 6/5/8/25

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Senerio of Lower Division Clerk
2024

Total Number of Vacancy =13
Vacancy will be filled up through Promotion = 03
Left for direct recruitment=10

" Reservation as per 50-Point roster is applicable"

1	Nabiul Islam(UR)	16(UR)	29.04.2024	21.07.2025	Till date	N/A	
2	Shri Tapas Goswami(UR)	17(UR)	29.04.2024	21.07.2025	Till date	N/A	
3	Shri Mahananda Lal(UR)	18(SC)	29.04.2024	21.07.2025	Till date	N/A	Having no SC candidate under Zone of consideration.

2025

Total Number of Vacancy =10
Vacancy will be filled up through Promotion after following 50 point Roster= 2.50 @ 3
Filled up= 02
Left for direct recruitment=08

1	Smt. Ruma Paul(UR)	19(SC) carry ford	29.04.2025	21.07.2025	Till date	N/A	Having no SC candidate under Zone of consideration.
2.	Shri Dilip Adhikary(UR)	20(SC) carry ford	29.04.2025	21.07.2025	Till Date	N/A	

Prepared by me
(Swapan Ray)
Sheristadar
District Judges Court
Alipurduar
05.08.2025

(Bibhuti Khesong)
Chairman
05.08.2025

(Paresh Chandra Karmakar)
Member
05.08.2025

(Megh Dooti Moktan)
Member
05.08.2025

(Pukar Prodhan)
Guest Member
05.08.2025

No. of posts of Process-Server the in term of Shetty Commission reportsas well as the District Service Rule-2015 of the Judgeship of Alipurduar.

In the District Judiciary of West Bengal, the Process Serving Establishment has been restructured into two cadres: Process Server/Summon Bailiff and Bailiff/Seal Bailiff, with a 4:1 ratio of posts allocated. This restructuring, based on the Shetty Commission's recommendations, aims to streamline the service of legal processes. The City Civil & Sessions Courts and Presidency Small Causes Court in Kolkata are exempt from this order.

The posts are allocated in a 4:1 ratio, meaning for every four Process Server/Summon Bailiff positions, there is one Bailiff/Seal Bailiff position..

Total strength of process-Server/Summon Bailiff=10

Bailiff/Seal bailiff=02
Existing=1 Vacant=01

Process-Server/Summon bailiff=08

50% may be filled up by way of promotion from the Cadre of Attender/Jamadar and other equivalent post as per District Service Rule-2015.

Filled up through promotion=2
Left for direct recruitment=6(Having no eligible candidate)

The following member of Group"D" Staff of the Judgeship of Alipurduar have expressed their willingness to get themselves promoted to the post of Process-Server/Summon Bailiff and accordingly they are eligible to be promoted as per schedule"A" below.

Schedule"A"

Sl. No.	Name of employee entitled	Vacancy Number	Actual to date effect	Fact of Vacancy
1	**Shri Vinod Basfore(SC)**	**01(SC)**	**05.08.2025**	**Bi-furcation**
2	**Shri Kalyan Brata Ray(UR)**	**02(UR)**	**05.08.2025**	**Bi-furcation**

Submitted,
Swapan Ray
(Swapan Ray)
Sheristadar
District Judges Court, Alipurduar
05.08.2025