

**GOVERNMENT OF WEST BENGAL**  
**LABOUR DEPARTMENT**  
**EMPLOYMENT CELL**  
Writers' Buildings, Kolkata-700001

No. 314-Emp.

Dated, Kolkata, the 29th December, 2011

**From** : The Additional Secretary to the  
Government of West Bengal.

**To** : The Director of Employment, West Bengal  
67, Bentinck Street, (4th Floor), Kolkata-700069.

**Subject** : Procedure to deal with prayer for Employment.

Sir,

I am directed to inform you that a large number of applications/petitions from job seekers all over the State are received in this Department either directly or through the Offices of the President of India, Prime Minister of India, Governor of West Bengal, Chief Minister of West Bengal and other dignitaries.

Considering the huge number of such prayers, it has been decided by this Department to follow a special system for quick response to the applicant informing him/her, the procedure of securing employment in Government and Semi Government Establishments and also making him/her aware of the benefits of the Schemes like Self Employment (USKP) and Skill Development for Registered Job Seekers implemented through Directorate of Employment, West Bengal.

For the purpose stated above, all such applications relating to employment received by this Department will be collected by the Directorate of Employment, West Bengal, twice a week preferably on Tuesday and Thursday at 4 p.m. from O.S.D. (Emp.), Labour Department. If any such dates fall on a holiday, the applications are to be collected on next working day. In absence of O.S.D. (Emp.), Assistant Seceratry (Emp), Labour Department, will supervise the procedure.

You are, therefore, requested to depute a responsible staff of your offie to collect such applications from the O.S.D. (Emp.) of this Department on the days mentioned above.

Besides taking necessary actions you are also requested to arrange for sending immediately thereafter a letter, (both in English & Bengali) as annexed hereto, along with two leaflets of Skill Development Scheme & USKP to the applicant concerned, with a copy to the offices like CMO wherefrom such petition is received.

Yours faithfully

*Additional Secretary*