

# Government of West Bengal

Personnel & Administrative Reforms Department

(Common Cadre Wing)

State Secretariat, NABANNA, 7<sup>th</sup> Floor,  
325, Sarat Chatterjee Street, Howrah-711102.

## ORDER

No.113 -PAR(CCW)/Estt.  
3P-07/13

Date- 04/08/2014

The following 8 (Eight) Basic Grade Typists, borne under Secretariat Common Cadre of Basic Grade Typists and who are now posted in the Departments / Offices mentioned against their names, are hereby appointed in the interest of public service to officiate in the post of Grade-I Typist under the pay structure of Pay Band-3 ( Rs. 7,100/- Rs. 37,600/-), with Grade Pay Rs. 3,600/- plus allowances as admissible from time to time under the orders of the Government in the Departments / Offices as mentioned against the name of each of them in column-3 with effect from the date noted against each in column-4 until further orders :-

| Sl. No. | Names and Departments of the Basic Grade Typists | Departments / Offices where services are placed | Date of Effect        | Name of the Typist being replaced along with reasons |
|---------|--|---|-----------------------|--|
| (1)     | (2)  | (3)   | (4)                   | (5)  |
| 1       | Sri Surendra Prasad, Labour                      | I&C.A.  | 01/05/2014            | Sri Tapas Kumar Porel-On Promotion                   |
| 2       | Smt Mitali Mondal ( Panja ), (SC), Law           | Public Enterprise                               | 01/05/2014-31/05/2014 | Sri Ashim Kumar Barua-On Promotion                   |
|         |  | Finance   | 01/06/2014            | Smt Swapna Kumari Chakraborty- On Promotion          |
| 3       | Sri Arabinda Laha, W&C.D.&S.W                    | Food &Supplies                                  | 01/06/2014            | Sri Somar Kumar Saha- On Promotion                   |
| 4       | Sri Goutam Saha, Science&Tech.                   | P & R.D.  | 01/06/2014            | Smt Niva Rani Naskar- On Promotion                   |
| 5       | Sri Sabyasachi Sarkar, Home                      | I & C.A.  | 01/06/2014            | Sri Jiban Krishna Majumder- On Promotion             |
| 6       | Sri Sanjib Mandal, Consumer Aff.                 | Home  | 01/06/2014            | Sri Biswanath Adhikari – On Promotion                |
| 7       | Sri Ramkrishna Mandal, (SC), Home                | P & A.R.  | 01/06/2014            | Sri Gopal Chandra Sikder – On Promotion              |
| 8       | Sri Ramdas Majhi, (ST), P&AR                     | Public Enterprise                               | 01/06/2014            | Smt Mitali Mondal ( Panja ) -On Transfer             |

2. Their seniority in the Secretariat Common Cadre of Grade-I Typists will be fixed accordingly.

Sd/- D.Chowdhury  
O.S.D. & E.O. Dy. Secretary  
to the Government of West Bengal.

No.113/1(90) PAR(CCW)/Estt.

Date- 04/08/2014

Copy forwarded for information and necessary/ appropriate action/record to :

- 1] The Accountant General (A&E), Treasury Buildings, Kolkata-700001;
- 2] The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012;
- 3] The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II, PI, Hyde Lane, Kolkata-700073;
- 4] The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III, I.B. Market, Salt Lake, Kolkata-700091;
- 5] The Joint/Assistant Secretary, \_\_\_\_\_ Department. He is requested to release the concerned employee(s) within 10 working days from the date of issue of this order.
- 6] The Joint/Assistant Secretary, \_\_\_\_\_ Department.
- 7] The D.D.O., \_\_\_\_\_ Department, with request to issue L.P.C. in respect of the employee(s) concerned.
- 8] Shri / Smt \_\_\_\_\_, Basic Grade Typist \_\_\_\_\_ Department- he/she is directed to join his/her new assignment within 10 working days from the date of issue of this order.
- 9] The Chairman/Secretary, Bengal Secretariat Co-operative Society Limited.
- 10] Promotion Cell of this Deptt.
- 11] The IT Cell of this Department.
- 12] Guard File.

  
Assistant Secretary  
to the Government of West Bengal.