



Government of West Bengal
Department of Personnel and Administrative Reforms
Common Cadre Wing
State Secretariat, Nabanna, 7th Floor,
325, SaratChatterjee Road,
Howrah-711102
(Email id: paregov.ccw@gmail.com)

No. 306 -PAR(CCW)/Estt.
3P- 02/24

Date: 03.12.2025

ORDER

The following 02(two) Grade-I Typists, borne in the Secretariat Common Cadre of Grade-I Typists and who are now posted in the Department/Office mentioned against his/her name, are hereby appointed in the interest of public service to officiate in the post of **Supervisory Grade Typist** under the pay structure of ROPA,2019 in the level 10 (32,100-82,900) plus allowances as admissible from time to time under the order of the Government in the Department / Office as mentioned against his/her name in column-4 with effect from the date noted against his/her names in column-3 and until further order(s):-

Sl. No.	Name and Department of the Grade-I Typists	Date of Effect	Department / Office where services is placed
1	2	3	4
1.	Smt. Rina Dolai Law	01.10.2025	Higher Education
2.	Shri Ujjwal Kumar Ghosh Industry, Commerce & Enterprises	01.10.2025	Irrigation & Waterways

Their seniority in the Secretariat Common Cadre of Supervisory Grade Typists will be fixed accordingly.

Sd/-

OSD& E.O Assistant Secretary
to the Government of West Bengal

No. 306 /1(12) -PAR(CCW)/Estt.

Date: 03.12.2025

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

1. The Pr. Accountant General (A & E), Treasury Buildings, Kolkata-700 001.
2. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I, Old Khadya Bhawan, 3rd Floor, 11A, Mirza Ghalib Street, Kolkata-700087;
3. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II, Old Khadya Bhawan, 2nd & 3rd Floor, 11A, Mirza Ghalib Street, Kolkata-700087;
4. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III, Subhanna, SGO Complex, 5th & 6th Floor, Plot No.9, Block- DF, Sector -I, Bidhannagar, Kolkata-700064.
5. The Joint/Deputy/Assistant Secretary, _____ Department.
He/She is requested to release the employee concerned within 10 working days from the date of issue of this order.
6. The Joint/Deputy/Assistant Secretary, _____ Department.
7. The D. D. O., _____ Department, with a request to issue LPC in respect of the employee concerned.
8. Shri/Smt. _____, Grade-I 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. The Promotion & Gradation List cell, CC Wing, P and AR Department.
11. The IT Cell of this Department.
12. Guard File.

OSD& E.O. Assistant Secretary
to the Government of West Bengal