



**Government of West Bengal**  
**Department of Personnel and Administrative Reforms**  
**Common Cadre Wing**  
**State Secretariat, NABANNA, 7<sup>th</sup> Floor,**  
**325, Sarat Chatterjee Road, Howrah-711102**  
**(Email id: [paregov.ccw@gmail.com](mailto:paregov.ccw@gmail.com))**

**No. 314 -PAR(CCW)/Estt.**

**3P- 01/24**

**Date: 05.12.2025**

**ORDER**

The following 01(one) Supervisory Grade Typist, borne in the Secretariat Common Cadre of Supervisory Grade Typists and who is now posted in the Department/Office mentioned against his name, is hereby appointed in the interest of public service to officiate in the post of **Senior Supervisory Grade Typist** under the pay structure of ROPA,2019 in the level 12 (35,800-92,100) plus allowances as admissible from time to time under the order of the Government in the Department / Office as mentioned against his name in column-4 with effect from the date noted against his name in column-3 and until further order(s):-

Sl. No.	Names and Departments of the Supervisory Grade Typists	Date of Effect	Department / Office where services is placed
1	2	3	4
1.	Shri Sanjoy Kumar Ghosh, Public Works Department	01.12.2025	P.W.D.

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

**Sd/-**

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

**No. 314/1(12) -PAR(CCW)/Estt.**

**Date: 05.12.2025**

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, 3<sup>rd</sup> Floor, 11A, Mirza Ghalib Street, Kolkata-700087;
3. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II, Old Khadya Bhawan, 2<sup>nd</sup> & 3<sup>rd</sup> Floor, 11A, Mirza Ghalib Street, Kolkata-700087;
4. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> 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. He/she is requested to send the joining report or to inform this department if the employee concerned does not join his new assignment within the stipulated time.
7. The D. D. O., \_\_\_\_\_ Department, with a request to issue LPC in respect of the employee concerned.
8. Shri \_\_\_\_\_, Supervisory Grade Typist, \_\_\_\_\_ Department; he is directed to join his 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