



GOVERNMENT OF WEST BENGAL
Department of Personnel and Administrative Reforms
Common Cadre Wing, State Secretariat
NABANNA, 7th Floor, Room No. 703
325, SaratChatterjee Road, Howrah-711 102

No. : 315-PAR(CCW)/Estt.
3P-02/2025

Date : 05.12.2025

ORDER

The following 15(fifteen) Upper Division Assistants, borne in the Secretariat Common Cadre of Upper Division Assistants and who are now posted in the Departments/Offices mentioned against their names, are hereby appointed on promotion, in the interest of public service to officiate in the post of **Head Assistant**/equivalent post, under the pay structure of W.B.S. (ROPA) Rules, 2019 in the Revised Level-10C (42,300-1,09,100) 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-4 with effect from the date noted against each in column-3, and until further order(s):-

| Sl. No. | Names and Departments of the Upper Division Assistants | Date of Effect | Departments/Offices where Services are placed as Head Assistants |
|---------|-------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------|
| 1 | 2 | 3 | 4 |
| 1. | Shri Tilak Kumar Paul WB Commission for Protection of Child Rights under W&CD&SW | 01.10.2025 | Land & Land Reforms and Refugee, Relief & Rehabilitation |
| 2. | Shri Susanta Kumar Mandal (SC) H&HA | 01.11.2025 | Home & Hill Affairs |
| 3. | Shri Abhik Gupta PAO-I under Finance | 07.11.2025 | Women & Child Development & Social Welfare |
| 4. | Shri Udayan Goswami PAO-II under Finance | 08.11.2025 | Home & Hill Affairs |
| 5. | Kayes Ali Miah PAO-II under Finance | 18.11.2025 | Public Works |
| 6. | Shri Arnab Mitra PAO-I under Finance | 19.11.2025 | Finance |
| 7. | Shri Ananda Sankar Bera PAO-I under Finance | 19.11.2025 | Industry, Commerce & Enterprises |
| 8. | Shri Anindya Halder (SC) PAO-I under Finance | 19.11.2025 | Panchayat & Rural Development |
| 9. | Smt. Gargi Chattopadhyay PAO-I under Finance | 20.11.2025 | Paschimanchal Unnayan Affairs |
| 10. | Shri Nawal Kishore Thakur NRES | 20.11.2025 | School Education |
| 11. | Shri Anil Kumar Saren (ST) H&HA | 20.11.2025 | Home & Hill Affairs |
| 12. | Smt. Mousumi Santra PAO-I under Finance | 24.11.2025 | School Education |
| 13. | Smt. Sarbani Halder (SC) PAO-I under Finance | 24.11.2025 | West Bengal Administrative Tribunal |

| Sl. No. | Names and Departments of the Upper Division Assistants | Date of Effect | Departments/Offices where Services are placed as Head Assistants |
|---------|--------------------------------------------------------|----------------|------------------------------------------------------------------|
| 1 | 2 | 3 | 4 |
| 14. | Smt. Chandrima Sengupta Finance | 25.11.2025 | Public Works |
| 15. | Smt. Basanti Das PAO-I under Finance | 25.11.2025 | Transport |

Their seniority in the Secretariat Common Cadre of Head Assistants will be fixed accordingly.

Sd/-

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

No. : 315/1(13)-PAR(CCW)/Estt.

Date : 05.12.2025

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

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001;
2. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I, Old Khadya Bhavan, 11A, Mirza Ghalib Street, Kolkata-87;
3. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II, Old Khadya Bhavan, 11A, Mirza Ghalib Street, Kolkata-87;
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(s) 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/her new assignment within stipulated time.
7. The D.D.O., _____ Department, with request to issue LPC in respect of the employee(s) concerned;
8. P&AR Department, General Cell/Training Cell;
9. Shri/Smt. _____, U.D.A., _____ Department;
He/she is directed to join his/her new assignment within 10 working days from the date of issue of this order.
10. The Chairman/Secretary, Bengal Secretariat Co-operative Society Limited;
11. Promotion & Gradation List Cell, CC Wing, P&AR Department;
12. The IT Cell of this Department;
13. Guard File.

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