



GOVERNMENT OF WEST BENGAL
Department of Personnel and Administrative Reforms
(COMMON CADRE WING)

STATE SECRETARIAT, NABANNA, 7th Floor,
325, Sarat Chatterjee Road, HOWRAH-711 102

(Email id: paregov.ccw@gmail.com)

No. **39 -PAR(CCW)/Estt.**

Date : 20.02.2026

3P-01/24

ORDER

The following 4 (four) Supervisory Grade Typists, borne under Secretariat Common Cadre of Supervisory 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 **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 Departments / Offices as mentioned against their names in column-4 with effect from the date noted against their names in column-3 and until further order(s) :-

Sl. No.	Names and Departments of the Supervisory Grade Typists	Date of Effect	Departments / Offices where services are placed
1	2	3	4
1.	Shri Ashok Kumar Das, Technical Education, Training & Skill Development	01.02.2026	Urban Development & Municipal Affairs
2.	Smt. Champa Saha(Dutta) Higher Education	01.02.2026	Information & Cultural Affairs
3.	Shri Subir Kumar Hazra, Industry, Commerce & Enterprises	01.02.2026	Labour
4.	Shri Arijit Das (S.C.), Micro, Small & Medium Enterprises and Textiles	01.02.2026	Industry, Commerce & Enterprises

Their 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

Date :20.02.2026

No. **39/1(12) -PAR(CCW)/Estt.**

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

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001.
2. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I, Old Khadya Bhawan,3rd Floor, 11A, Mirza Ghalib Street, Kolkata-700 087;
3. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II, Old Khadya Bhawan,2nd & 3rd Floor, 11A, Mirza Ghalib Street, Kolkata-700073;
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 Secretary/Dy. Secretary/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 Secretary / Dy. Secretary/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 the stipulated time.
7. The D.D.O., _____Deptt., with a request to issue LPC in respect of the employee(s) concerned.
8. Shri / Smt _____Supervisory 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. The Promotion & Gradation List Cell, P and A.R. Department [CC Wing].
11. The IT Cell of this Department.
12. Guard File.

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