



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

**No. 55-PAR(CCW)/Estt.**  
**3P- 02/24**

**Date:26.02.2026**

**ORDER**

The following Supervisory Grade Typist, borne in the Secretariat Common Cadre of Supervisory Grade Typists, and at present posted as such in the Department mentioned against her name at Column No. 3, is hereby transferred to the Department as mentioned against her name in column-4 with immediate effect and until further order(s).

Sl. No.	Name of the Supervisory Grade Typist	Present Department	Department where services are placed
1	2	3	4
1.	Smt. Rina Dolai	Higher Education	Industry, Commerce & Enterprises

**Sd/-**

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

**Dated:26.02.2026**

**No. 55/1(12) -PAR(CCW)/Estt.**

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 is requested to release the employee concerned immediately.
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. Smt. \_\_\_\_\_, Supervisory Grade Typist, \_\_\_\_\_ Department; She is directed to join her new assignment immediately.
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