



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

No. 56 -PAR(CCW)/Estt.

Date: 26.02.2026

3P- 02/24

ORDER

The following 04(four) Grade-I Typists, borne in the Secretariat Common Cadre of Grade-I Typists and who are now posted in the Department/Office mentioned against their names, 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 their name in column-4 with effect from the date noted against their name 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 are placed
1	2	3	4
1.	Smt. Santi Moni Pattanayak Home & Hill Affairs	01.02.2026	Micro, Small & Medium Enterprises and Textiles
2.	Shri Kajal Das Urban Development & Municipal Affairs	01.02.2026	Higher Education
3.	Smt. Jhumpa Das Kundu Urban Development & Municipal Affairs	01.02.2026	Higher Education
4.	Shri Rampada Roy (S.C.) Youth Services & Sports	01.02.2026	Technical Education, Training & Skill Development

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. 56/1(12) -PAR(CCW)/Estt.

Date: 26 .02.2026

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. 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., _____ Department, with a request to issue LPC in respect of the employee(s) 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