



Government of West Bengal
Department of Personnel and Administrative Reforms
Common Cadre Wing
State Secretariat, Nabanna, 7th Floor,
325, Sarat Chatterjee Road,
Howrah-711102

No. 151-PAR(CCW)/Estt.

Date: 11.06.2026

3P- 01/24

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 her 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 her name in column-4 with effect from the date noted against her name in column-3 and until further order(s):-

Sl. No.	Name and Department of the Supervisory Grade Typist	Date of Effect	Department / Office where services are placed
1	2	3	4
1.	Smt. Susmita Kundu(Nath), Finance	01.04.2026	Land & Land Reforms and Refugee Relief & Rehabilitation

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

Sd/-

Senior Special Secretary
to the Government of West Bengal

No. 151/1(12) -PAR(CCW)/Estt.

Date: 11.06.2026

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 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. Smt. _____, Supervisory Grade Typist, _____ Department; she is directed to join 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.


Assistant Secretary

to the Government of West Bengal