



Government of West Bengal
Department of Personnel and Administrative Reforms
General Cell, 7th Floor, Room No.704,
State Secretariat, NABANNA, 325, Sarat Chatterjee Road, Howrah-711 102

No.- 1384-PAR-HR/N/ G8P-49/2026

Dated, Howrah, the 1st September, 2026

ORDER

The Governor is pleased to order that the names of the officials along with designation shall be mentioned in all official correspondences to and from all offices under the Government of West Bengal.

The Governor is further pleased to decide that all officials shall use their signatures with official seals mandatorily to ensure identification of signatories and authentication in all physical files of all the offices under the Government of West Bengal.

Sd/-

(Anoop Kumar Agrawal)
Additional Chief Secretary
to the Govt. of West Bengal

No. - 1384/1(12)-PAR-HR/N/ G8P-49/2026

Dated, Howrah, the 1st September, 2026

Copy forwarded for information & necessary action to :

- 1) The Advisor to the Hon'ble Chief Minister, West Bengal;
- 2) The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-1;
- 3) The Additional Chief Secretary /Principal Secretary /Secretary Department;
- 4) The Secretary to the Governor of West Bengal, Lok Bhavan, Kolkata-700 001;
- 5) The Divisional Commissioner, Division;
- 6) The District Magistrate, District;
- 7) The P.S. to the Hon'ble Chief Minister, Govt. of West Bengal, Nabanna, Howrah – 711 102;
- 8) The P.A.O., PAO-I/II/III;
- 9) The Treasury Officer, Treasury;
- 10) Sr. P.S. to the Chief Secretary, Govt. of West Bengal, Nabanna, Howrah – 711 102;
- 11) P.S. to the Additional Chief Secretary to the Govt. of West Bengal, P & AR Department, Nabanna, Howrah-711 102;
- 12) The Guard File.

(Dr. Rajat Nanda)
Senior Special Secretary
to the Govt. of West Bengal