



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT of PERSONNEL and ADMINISTRATIVE REFORMS & e-GOVERNANCE,**  
**(COMMON CADRE WING)**  
**STATE SECRETARIAT, NABANNA, 7<sup>th</sup> Floor,**  
**325, Sarat Chatterjee Road, HOWRAH-711 102**  
**(Email id: paregov.ccw@gmail.com)**

**ORDER**

**No. 97-PAR(CCW)/Estt.**  
3F-3/14 (Pt - III)

**Dated: 29.08.2018**

The following 3 (three) Head Assistants, borne under Secretariat Common Cadre of Head Assistants 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 **Section Officers**/equivalent posts, under the pay structure of Pay Band-4 (Rs. 9,000/- - Rs. 40,500/-) (Minimum pay Rs. 12,000/-) with Grade Pay- Rs. 4,780/- plus allowances as admissible from time to time under the orders of the Government in the Departments / Offices as mentioned against the name of each of them in column-4 with effect from the date noted against each in column-3, until further order(s):

Sl. No.	Names and Departments of the Head Assistants	Date of Effect	Departments / Offices where services are placed
1	2	3	4
1.	Shri Ajoy Kr. Manna, Co-operation	28.08.2018	Finance
2.	Shri Narendra Kr. Shukla, Urban Dev. & Municipal Aff.	28.08.2018	Information & Cultural Affairs
3.	Shri Prasit Ranjan Datta, Sundarban Aff.	28.08.2018	Forest

2. Their seniority in the Secretariat Common Cadre of Section Officers will be fixed accordingly.

**Sd/- D. Chowdhury**  
**Special Secretary to the**  
**Government of West Bengal**

**No. 97/1(14)-PAR(CCW)/Estt.**

**Dated: 29.08.2018**

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

1. The Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-700 001;
2. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012;
3. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II, P-1, Hyde Lane, Kolkata-700073;
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 Additional Secretary/Special Secretary, P and AR & e-G Department., General Cell/Training Cell;

6. The Special/Joint/Deputy/Assistant Secretary, \_\_\_\_\_ Department.  
It is obligatory to release the employee(s) concerned within 10 working days from the date of issue of this order;
7. The Special/Joint/Deputy/Assistant Secretary, \_\_\_\_\_ Department;
8. The Drawing and Disbursing Officer, \_\_\_\_\_ Department; with request to issue L.P.C. in respect of the employee(s) concerned;
9. Shri/Smt. \_\_\_\_\_, HA, \_\_\_\_\_ :  
Department - he/she is directed to join his/her new assignment within 10 working days positively from the date of issue of this order;
10. The Chairman/Secretary, Bengal Secretariat Co-operative Society Limited;
11. The Promotion & Gradation list cell;
12. HRMS Tagging/Untagging Cell;
13. The IT Cell of this Department;
14. Guard File.



**Deputy Secretary**