



GOVERNMENT OF WEST BENGAL

DEPARTMENT of PERSONNEL and ADMINISTRATIVE REFORMS & e-GOVERNANCE,
(COMMON CADRE WING)

STATE SECRETARIAT, NABANNA, 7th Floor,
325, Sarat Chatterjee Road, HOWRAH-711 102
(Email id: paregov.ccw@gmail.com)

ORDER

No.99-PAR(CCW)/Estt.
V-3/12 (Pt - 3)

Dated: 30.08.2018

The following one (1) Upper Division Assistant, borne under Secretariat Common Cadre of Upper Division Assistants and who is now posted in the Department / Office mentioned against his name, is hereby appointed in the interest of public service to officiate in the post of **Head Assistant**/equivalent post under the pay structure of Pay Band-3 (Rs. 7,100/- - Rs. 37,600/-) (Minimum pay Rs. 11,720) with Grade Pay- Rs. 4,220/- plus allowances as admissible from time to time under the orders of the Government in the Department / Office as mentioned in column-4 with effect from the date noted in column-3, until further order(s):

Sl. No.	Name and Department of the Upper Division Assistant	Date of Effect	Department(s) / Office(s) where services are placed
1	2	3	4
1.	Shri Prosenjit Saha, (SC), Public Works	20.07.2018	Chief Minister's Office, Home & Hill Affairs

2. His seniority in the Secretariat Common Cadre of Head Assistants will be fixed accordingly.

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

No.99/1(12)-PAR(CCW)/Estt.

Dated: 30.08.2018

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 Additional Secretary/Special Secretary, P and AR & e-Governance Department., General Cell/Training Cell;
4. The Joint/Deputy/Assistant Secretary, Public Works Department. It is obligatory to release the employee(s) concerned within 10 working days from the date of issue of this order;
5. The Joint/Deputy/Assistant Secretary, _____ Department;
6. The Drawing and Disbursing Officer, Public Works Department; with request to issue L.P.C. in respect of the employee(s) concerned;
7. Shri Prosenjit Saha, UDA, Public Works Department - he is directed to join his new assignment within 10 working days positively from the date of issue of this order;
8. The Chairman/Secretary, Bengal Secretariat Co-operative Society Limited;

9. The Promotion & Gradation list cell;
10. HRMS Tagging/Untagging Cell;
11. The IT Cell of this Department;
12. Guard File.



Deputy Secretary