



GOVERNMENT OF WEST BENGAL  
DEPARTMENT of PERSONNEL and ADMINISTRATIVE REFORMS  
(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. 124-PAR(CCW)/Estt.**  
3P-14/11(Pt - IV)

**Dated: 20.11.2018**

The following Lower Division Assistant, borne under Secretariat Common Cadre of Lower 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 vacant post of Upper Division Assistant/equivalent post, under the pay structure of Pay Band-3 (7,100/- - 37,600/-) with Grade Pay-3,600/- plus allowances as admissible from time to time under the orders of the Government in the Departments / Offices as mentioned against the name in column-4 with effect from the date noted against column-3, and until further order(s):

Sl. No.	Name and Department	Dates of Effect	Department / Office where service is placed
1	2	3	4
1.	Shri Amit Kr. Sarkar, Finance	01.07.2018	Public Works

2. His seniority in the Secretariat Common Cadre of Upper Division Assistants will be fixed accordingly.
3. The respective Department is to follow para (i) and (ii) of Memorandum No. 4851-F(H)/FA/O/ZE-1/162/17 (N.B.) Dated: 04.08.2017 of the Finance Deptt., whichever is applicable in respect of the personnel/employees in column no. 2.
4. The employee mentioned above is allowed promotion to the post of UDA provisionally, on officiating basis and, his fixation of pay on such promotion will be guided by Memorandum no. 919-F Dated: 02.02.2006 of the Finance Deptt.

Sd/- C.S. Tewary  
Deputy Secretary to the  
Government of West Bengal

**No. 124/1(12)-PAR(CCW)/Estt.**

**Dated: 20.11.2018**

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 Additional Secretary/Commissioner, Department of P and AR & e-G, General/Training Cell.
5. The Joint/Deputy/Assistant Secretary, Finance Department. This is obligatory to release the employee concerned within 10 working days from the date of issue of this order.
6. The Joint/Deputy/Assistant Secretary, Public Works Department.
7. The Drawing and Disbursing Officer, Finance Department; with request to issue L.P.C. in respect of the employee(s) concerned.

8. Shri Amit Kr. Sarkar, LDA, Finance Department. He is directed to join his new assignment within 10 working days positively from the date of issue of this order.
9. The Chairman/Secretary, The Bengal Secretariat Co-operative Society Limited.
10. The Promotion & Gradation list cell.
- ✓ 11. The IT Cell of this Department.
12. Guard File.



**Deputy Secretary**