



**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-711102**  
**(Email id: [paregov.ccw@gmail.com](mailto:paregov.ccw@gmail.com))**

**No.06 -PAR(CCW)/Estt.**  
**3P- 01/17**

**Dated:06.01.2022.**

**ORDER**

The following 1 (one) Supervisory Grade Typist, borne under the Secretariat Common Cadre of Supervisory Grade Typists 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 Senior Supervisory Grade Typist under the pay structure of ROPA,2019 in the level 12 (Rs. 35,800/-- Rs. 92,100/-) plus allowances as admissible from time to time under the orders of the Government, in the Department / Office as mentioned against his name in column-4 with effect from the date noted against his 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.	Shri Tarak Jana Planning & Statistics	01.12.2021	Land & Land Reforms and Refugee Relief & Rehabilitation

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

Sd/-

Assistant Secretary  
to the Government of West Bengal  
**Dated:06.01.2022.**

**No.06/1(13) -PAR(CCW)/Estt.**

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, 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 Joint/Deputy/Assistant Secretary, \_\_\_\_\_ Department. He/She is requested to release the employee(s) concerned within 10 working days from the date of issue of this order.
6. The Joint/Deputy/Assistant Secretary, \_\_\_\_\_ Department.
7. The D. D. O., \_\_\_\_\_ Department, with a request to issue LPC in respect of the employee Concerned.
8. Shri/Smt. \_\_\_\_\_, Supervisory Grade Typist, \_\_\_\_\_ Department; He/ She is directed to join his/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;
11. The Promotion & Gradation List cell, CC Wing, P and AR Department.
12. The IT Cell of this Department.
13. Guard File.

*G. Sarda*  
Assistant Secretary  
to the Government of West Bengal