

**Government of West Bengal**  
Personnel and Administrative Reforms Department  
Administrative Reforms Cell  
State Secretariat, NABANNA, 7<sup>th</sup> Floor,  
325, Sarat Chatterjee Road, Shibpur, Howrah-711 102

No. -153 -PAR-13099/1/2025

Dated, Howrah the 21<sup>st</sup> April, 2025

**ORDER**

The undersigned is directed to say that Governor has been pleased to declare that the Deputy Secretary of The West Bengal Staff Selection Commission (an attached office of the Personnel & Administrative Reforms Department) shall act as the Drawing and Disbursing Officer in respect of The West Bengal Staff Selection Commission with immediate effect and until further order.

2. In terms of Clause 2 of Memo. No.-560-F(Y) dt. 18.01.2018 of the Finance Department, Audit Branch, the Deputy Secretary, West Bengal Staff Selection Commission will submit 4 (four) copies of Specimen Signature of the D.D.O. along with other details to this Department for onward transmission of the same to the Directorate of Treasuries and Accounts (DTA) in order to obtain the specific DDO Code in respect of the aforesaid attached office of this Department.

3. The Deputy Secretary, P. & A. R. Department will act as the D.D.O in respect of The West Bengal Staff Selection Commission, in terms of this Department's Order. No.1156-PAR(Estt)/MISC-45/2023 dt. 10.10.2023, until this Department receives the Drawal Authority and DDO Code from the Directorate of Treasuries and Accounts (DTA)

4. This Order issues with the concurrence of Finance Department, Group T conveyed vide their U.O. No. Group T/2025-2026/0014 dt.08.04.2025

5. All concerned are being informed accordingly

*Sd/-*  
OSD & Ex-Officio Special Secretary  
to the Government of West Bengal


Contd...

No.-153/1(17)-PAR-13099/1/2025

Dated, Howrah the 21<sup>st</sup> April, 2025

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-700 001
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700 001
3. The Principal Accountant General (Receipt, Works & Local Bodies Audit), CGO Complex, Salt Lake, Kolkata-700091
4. The Accountant General (Audit-II), West Bengal, 3<sup>rd</sup> MSO Building (5<sup>th</sup> Floor), CGO Complex, DF Block, Salt Lake, Kolkata -700 064
5. The Director, the Directorate of Treasuries and Accounts (DTA), 8 Lyons Range, 3<sup>rd</sup> Floor Kolkata-700 001.
6. The Secretary-cum-Controller of Examination, The West Bengal Staff Selection Commission, Mayukh Bhavan, 3<sup>rd</sup> Floor, Saltlake, Kolkata-700091.
7. The Deputy Secretary, The West Bengal Staff Selection Commission, Mayukh Bhavan, 3<sup>rd</sup> Floor, Saltlake, Kolkata-700091
8. The Special Secretary, Finance (Audit) Department, Group D, NABANNA, Shibpur, Howrah-711 102.
9. The Special Secretary, Finance (Audit) Department, Group T, NABANNA, Shibpur, Howrah-711 102.
10. The Joint Secretary, Finance (Internal Audit) Department, P-15, India Exchange Place, Todi Mansion, 8<sup>th</sup> floor, Kolkata-73.
11. The Financial Advisor, P & A.R. Department, NABANNA, Shibpur, Howrah-711 102.
12. The Pay & Accounts Officer, Calcutta Pay & Accounts Office -III, Subhanna, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No. 9, Bidhananagar, Kolkata-700064.
13. P.S. to the Secretary, P & A.R. Department, NABANNA, Shibpur, Howrah-711 102.
14. The O.S.D. & Ex officio Special Secretary, P & A.R. Department, Establishment Branch, NABANNA, Shibpur, Howrah-711 102
15. The Deputy Secretary and D.D.O., P & A.R. Department, NABANNA, Shibpur, Howrah-711 102.
16. The IT Cell, P & A.R. Department, Writers' Buildings, Kolkata-700 001 – to upload in the website of P & A.R. Department.
17. Guard File.

  
OSD & Ex-Officio Special Secretary  
to the Government of West Bengal