

**GOVERNMENT OF WEST BENGAL**  
*PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT, (COMMON CADRE WING)*  
**STATE SECRETARIAT, NABANNA, 7<sup>th</sup> Floor,**  
**325, Sarat Chandra Chatterjee Road, HOWRAH-711 102**

**ORDER**

**No. 157-PAR(CCW)/Estt.**  
3P-14/11(Pt - III)

**Dated: 07.12.2016**

The following 1 (one) 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 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 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 Lower Division Assistants	Date of Effect	Departments / Offices where services are placed
1	2	3	4
1.	Shri Sudip Satpati, Higher Education	19.02.2016	Water Resources Investigation & Development

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


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

**No. 157/1(13)-PAR(CCW)/Estt.**

**Dated: 07.12.2016**

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, I.B. Market, Salt Lake, Kolkata-700 106;
5. The Joint/Deputy/Assistant Secretary, \_\_\_\_\_ Department. This is obligatory 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 Deputy Secretary, P&AR Department., General/Training Cell;
8. The Drawing and Disbursing Officer, \_\_\_\_\_ Department; with request to issue L.P.C. in respect of the employee(s) concerned;
9. Shri Sudip Satpati, LDA, Higher Education Deptt. He is directed to join his 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. The IT Cell of this Department;
13. Guard File.

  
**Assistant Secretary to the**  
**Government of West Bengal**