



GOVERNMENT OF WEST BENGAL
Department of Personnel and Administrative Reforms
Common Cadre Wing, State Secretariat
NABANNA, 7th Floor, Room No. 703
325, SaratChatterjee Road, Howrah-711 102

No. : 12-PAR(CCW)/Estt.
3P-02/2020

Date : 18.01.2023

ORDER

The following 7 (seven) Upper Division Assistants, borne under Secretariat Common Cadre of Upper Division Assistants and who are now posted in the Departments/Offices mentioned against their names, are hereby appointed in the interest of public service to officiate in the post of **Head Assistant**/equivalent post, under the pay structure of W.B.S. (ROPA) Rules, 2019 in the Revised Level-10C (42,300-1,09,100) plus allowances as admissible from time to time under the order of the Government in the Departments / Offices as mentioned against the name of each of them in column-4 with effect from the date noted against each in column-3, and until further order(s) :-

Sl. No.	Names and Departments of the Upper Division Assistants	Date of Effect	Departments / Offices where services are placed as Head Assistants
1	2	3	4
1.	Shri Somnath Chanda IC&E	22.12.2022	Information and Cultural Affairs
2.	Shri Asim Saha Higher Education	22.12.2022	Environment
3.	Md. Humayun Eqbal Law	22.12.2022	Finance
4.	Smt. Swagata Mahapatra Public Works	23.12.2022	Finance
5.	Smt. Mandira Mukherjee MS&ME&T	23.12.2022	School Education
6.	Shri Amit Biswas BCW	01.01.2023	Women & Child Development and Social Welfare
7.	Shri Apurba Roy Planning & Statistics	01.01.2023	Land & Land Reforms And Refugee Relief & Rehabilitation

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

Sd/-
OSD & E.O. Assistant Secretary
to the Govt. of West Bengal

No. : 12/1(13)-PAR(CCW)/Estt.

Date : 18.01.2023

Copy forwarded for information and necessary/appropriate action/record to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001;
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, 5th& 6th Floor, Plot No.9, Block- DF, Sector –I, Bidhannagar, Kolkata-700064;
5. The Joint/ Dy. Secretary/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 request to issue LPC in respect of the employee(s) concerned;
8. P&AR Department, General Cell/Training Cell;
9. Shri/Smt. _____ ,
U.D.A., _____ Department;
He/she is directed to join his/her new assignment within 10 working days from the date of issue of this order.
10. The Chairman/Secretary, Bengal Secretariat Co-operative Society Limited;
11. Promotion & Gradation List Cell, CC Wing, P&AR Department;
12. The IT Cell of this Department;
13. Guard File.



**OSD & E.O. Assistant Secretary
to the Govt. of West Bengal**