



**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**

No. 238 - PAR (CCW)  
G-01/2015

Date: 08 .04.2025

**NOTICE**

All the departments/offices under the Secretariat Common Cadre, West Bengal are hereby notified that the Draft Gradation List in respect of Grade-I Typists, Supervisory Grade Typists & Senior Supervisory Grade Typists of different Administrative Departments borne under the Secretariat Common Cadre, as on 01.04.2025 is hereby being published in the official website of the Deptt. of P &AR.

All the departments/offices are requested to circulate this among the Grade-I Typists, Supervisory Grade Typists and Senior Supervisory Grade Typists concerned of the department for their appraisal.

Any dispute/ anomaly regarding the Gradation List is to be brought to the notice of this Department, through proper channel along-with authenticated supporting documents.

**OSD & EO Assistant Secretary**  
**to the Govt. of west Bengal**