

Government of West Bengal
Finance Department
Audit Branch
Nabanna, Howrah – 711102.

No. 2404–F(H),

Dated: Howrah, the 30th June, 2025

NOTIFICATION

The sanctioned posts of Bengali Stenographers are 35(Thirty Five). Present distribution of posts in the cadre of Bengali Stenographers is as follows:-

Sl. No.	Name of Posts	Level in Existing Pay Matrix	No. of Posts
1.	Personal Assistant (Bengali), Basic Grade	9	12
2.	Personal Assistant (Bengali), Grade-II	12	10
3.	Personal Assistant (Bengali), Grade-I	15	9
4.	Sr. Personal Assistant (Bengali)	16	4
Total			35

2. The Government has been considering for some time past to improve the career prospect and service condition in the cadre of Bengali Stenographers by way of creation of some new posts keeping the total sanctioned strength intact and scale wise redistribution of posts.

3. After careful consideration of the matter, the Governor has been pleased to create 2(two) nos. of new posts in Pay Level-17 in the nomenclature of Personal Secretary (Bengali) through re-distribution of posts, by way of reducing 2 (two) nos. of existing posts from Pay Level-9, 1 (one) post from Pay Level-12 and in addition to 1 (one) post in Pay Level-16 keeping the total sanctioned strength of 35 (Thirty Five) no. of Bengali Stenographers intact in the following manner:-

Sl. No.	Name of Posts	Level in Existing Pay Matrix [under W.B.S.(ROPA) Rules, 2019]	No. of Posts	Remarks
1.	Personal Assistant (Bengali), Basic Grade	9 [Rs.28,900/- to Rs.74,500/-]	10	Existing Post
2.	Personal Assistant (Bengali), Grade-II	12 [Rs.35,800/- to Rs.92,100/-]	9	Existing Post
3.	Personal Assistant (Bengali), Grade-I	15 [Rs.42,600/- to Rs.1,09,800/-]	9	Existing Post
4.	Senior Personal Assistant (Bengali)	16 [Rs.56,100/- to Rs.1,44,300/-]	5	Existing Post
5.	Personal Secretary (Bengali)	17 [Rs.67,300/- to Rs.1,73,200/-]	2	New Post
Total			35	

4. Eligibility criterion for promotion to the post of Personal Secretary (Bengali) in Pay Level-17 in the existing Pay Matrix under W.B.S.(ROPA) Rules, 2019 will be notified latter.
5. This notification issues with approval of the Cabinet vide Cabinet Sectt. U/O No. CAB(D)-1264 dated 03.06.2025 and in the interest of public service with immediate effect.
6. The Pr. Accountant General (A & E), West Bengal, is being informed accordingly.

By the order of the Governor,

Sd/-

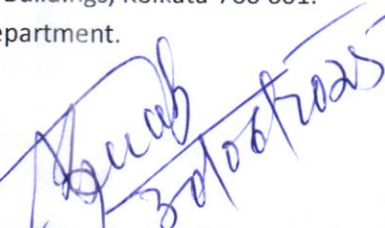
Additional Chief Secretary to the
Government of West Bengal

No. 2404(35)-F(H),

Dated: Howrah, the 30th June, 2025

Copy forwarded for information and necessary action to:-

1. The Pr. Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata – 700 001.
2. The Pr. Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata – 700 001.
3. The Cabinet Secretary, Govt. of West Bengal.
4. The Chairman, Public Service Commission, West Bengal, 161-A, S.P.Mukherjee Road, Kolkata-700026.
5. The PS to Chief Secretary, Government of West Bengal.
6. The PS to Additional Chief Secretary to the Governor, Government of West Bengal.
7. The PS to Additional Chief Secretary, Personnel & Administrative Reforms Department.
8. All Divisional Commissioners _____
9. The P.S to M.O.S.(I.C), Finance Department.
10. The Sr. P.S.-II to the Additional Chief Secretary, Finance Department.
11. The Sr. P.A. to the Special Secretary, Finance Department.
12. The Director of Treasuries and Accounts, West Bengal.
13. The Director of Pension, Provident Fund & Group Insurance, West Bengal.
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I/II/III.
15. The Registrar & DDO, Finance Department, Nabanna.
16. The Deputy Secretary. Group-H, Nabanna.
17. The Deputy Secretary. Finance Department, Group-H, Writers' Buildings, Kolkata-700 001.
18. Shri Saumitra Biswas, Senior Software Developer of Finance Department.
- ✓ 19. Smt. Twinkle Ghosh, Data Entry Operator of this Department.
20. The Dealing Assistant.
21. Office Copy.


Deputy Secretary to the
Government of West Bengal