

No. 3162 –F(H)

Dated: 26.08.2025

ORDER

The Governor is pleased to appoint following one (01) Personal Assistant (Bengali), Grade-I, in the interest of public service, to the post of Sr. Personal Assistant (Bengali) on promotion under the pay matrix of Level-16 (Rs. 56,100/- to Rs. 1,44,300/-) under W.B.S. (ROPA) Rules, 2019 [Old Pay Band No. 4A (Rs. 15,600/- to Rs. 42,000/- with Grade of Rs. 5,400/-)] plus usual allowances as admissible from time to time under the existing rules with effect from the date of her joining to the said post:

| <u>Sl. No.</u> (1) | <u>Name</u> (2) | <u>Remarks</u> (3) |
|-----------------------|--------------------|---|
| 1. | Smt. Sumita Maitra | Post created vide this Department's Notification No. 2404-F(H) dated 30.06.2025 |

By order of the Governor,
Sd/-S.Acharyya
Special Secretary
Finance Department
Government of West Bengal

No. 3162 (12) –F(H)

Dated: 26.08.2025

Copy forwarded for information and necessary action to:-

1. The Pr. Accountant General (A&E), Treasury Buildings, Kolkata- 700 001.
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, Old Khadya Bhavan, 11A, Mirza Ghalib Street, Kolkata- 700 087.
3. The Senior Personal Secretary, Grade-II to the Additional Chief Secretary, Finance Department, Nabanna.
4. The Sr. P.A. to the Special Secretary, Finance Department, Nabanna.
5. The P.S. to the HMIC, Department of Higher Education and School Education, Salt Lake.
6. The Registrar & D.D.O., Finance Department, Nabanna.
7. The Deputy Secretary, Finance Department, Group-H, Writers' Buildings, Kolkata-700 001, West Bengal.
 - It is requested to take necessary action for fixation of pay and Service Book Entry of the incumbents concerned.
8. Smt. Sumita Maitra, Personal Assistant (Bengali), Grade-I of this Department.
9. Copy for Service Book.
10. Shri Saumitra Biswas, Senior Software Developer of this Department.
- ✓ 11. Smt. Twinkle Ghosh, Data Entry Operator, Finance Department.
 - For uploading the said Order in the website- wbsteno.gov.in.
12. Office Copy.

Deputy Secretary to the
Government of West Bengal