



**Government of West Bengal**  
Department of Disaster Management and Civil Defence  
Nabanna 2nd Floor, 325 Sarat Chatterjee Road, Howrah- 711 102  
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No: 2347-DMCD-11013(31)/32/2022-DM SEC(E 596079)

Date: 03.10.2024

**ORDER**

Sk. Ashraf Hossain, Peon Grade-I of the Department of Disaster Management and Civil Defence (Disaster Management Wing) is hereby appointed to officiate to the post of Record Supplier in the Disaster Management Wing of this Department in the Pay Level-3 (Rs. 18,800/- – 48,700/-) under the pay structure of W.B.S. (ROPA) Rules, 2019 plus other allowances with effect from 01.03.2022 (against an existing vacancy arisen due to promotion of Sri Abir Nath w.e.f. 01.03.2022).

This order is issued with the approval of the competent authority of this Department.

*Soumitra Goswami*  
Deputy Secretary  
to the Government of West Bengal

No: 2347/1(16)-DMCD-11013(31)/32/2022-DM SEC(E 596079)

Date: 03.10.2024

Copy for information and necessary action to:-

1. The Pr. Accountant General (A & E), W.B., Treasury Buildings, Kolkata-1.
2. The Pay & Accounts Officer-I, Kolkata Pay & Accounts Office.
3. P.S. to the Honourable MIC of this Department.
4. Sr. P.S. to the Additional Chief Secretary of this Department.
5. P.A. to the Senior Special Secretary of this Department.
6. Sr. P.A. to the Special Secretary of this Department.
7. P.A. to the O.S.D. & E.O. Joint Secretary of this Department.
8. Assistant Secretary & D.D.O. of this Department.
9. Registrar of this Department.
10. Sk. Ashraf Hossain, Record Supplier of this Department.
11. Copy for Service Book of Sk. Ashraf Hossain.
12. Copy for Acting Arrangement File of this Department.
13. Leave Cell of this Department.
14. HRMS Cell of this Department.
15. IT Cell of this Department.
16. Office copy.

*Soumitra Goswami*  
Deputy Secretary  
to the Government of West Bengal