

**Government of West Bengal**  
**Department of Disaster Management & Civil Defence**  
**Nabanna, 2<sup>nd</sup> Floor,**  
**325, Sarat Chatterjee Road, Howrah-711102.**

**No. 421-DMCD-11013(31)/6/2021-DM**

**Date: 21.02.2024**

**Order**

In pursuance of Department of Personnel and Administrative Reforms (Common Cadre Wing) Order No. 38-PAR(CCW)/Estt./3P-04/2024 Dt. 16.02.2024, Asif Anees, Lower Division Assistant of this Department has been appointed on promotion to officiate in the post of Upper Division Assistant in the Home & Hill Affairs Department.

Now in compliance with the above, he is hereby released from this Department on 21.02.2024(A.N.) w.e.f. 08.12.2023, with the direction to join his new assignment.

Sd/-

Deputy Secretary to the Govt. of W.B.

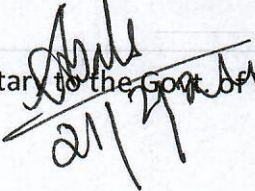
**No.421/1(17) -DMCD**

**Date: 21.02.2024**

Copy forwarded for information and necessary action to the :-

1. The Pr. A.G. (A&E), WB, Treasury Building, Kol-1.
2. The Pay & Accounts Officer, Kolkata Pay & A/cs. Office, 81/2/2, Phears Lane, Kol.-12.
3. P.S. to the Hon'ble MIC of this Department
4. Deputy Secretary, Home & Hill Affairs Department, Nabanna, Howrah.
5. OSD & E.O. Assistant Secretary, Deptt. of P & AR (Common Cadre Wing).
6. Registrar & DDO of this Department- He is requested to issue LPC in favour of Asif Anees, Lower Division Assistant of this Department after drawal of his salary for the month of March, 2024.
7. DDO, Home & Hill Affairs Department, Nabanna, Howrah.
8. Sr. P.S. to the Principal Secretary of this Department.
9. P.A. to the Senior Special Secretary of this Department.
10. P.A. to the Special Secretary of this Department.
11. Asif Anees, Lower Division Assistant of this Department.
12. Copy of Acting Arrangement File of this Department.
13. Copy of e-office entry.
- ✓ 14. Copy to IT cell of this Department for uploading in the Departmental Website
15. Copy of Service Book of Asif Anees, Lower Division Assistant of this Department.
16. HRMS Cell.
17. Leave Cell of this Department.

Deputy Secretary to the Govt. of W.B.

  
21/2/24