



Government of West Bengal
Department of Disaster Management and Civil Defence
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Memo No:391-DMCD-11013(99)/6/2024-DM SEC

Date: 16.02.2024

ORDER

Pursuant to Department of Personnel & Administrative Reforms, Government of West Bengal Order No. 333-PAR(Genl)/HRN/G8P-01/2021, dated 07.02.2024 Shri Swapan Kumar Malick joined the post of O.S.D. and E.O. Joint Secretary in this Department on 15.02.2024(F.N.) for a period of one year w.e.f 15.02.2024.

His joining report has been accepted.

Abhis
16/2/24
Deputy Secretary to the Govt. of West Bengal

Memo No:391/1(19)-DMCD-11013(99)/6/2024-DM SEC

Date: 16.02.2024

Copy forwarded for information and necessary action to:-

1. The Pr. A.G. (A&E), WB, Treasury Buildings, Kol-1.
2. The Pay & Accounts Officer, Kolkata Pay & A/cs. Office-I, 81/2/2, Phears Lane, Kol-12.
3. Shri Swapan Kumar Malick, O.S.D. and E.O. Joint Secretary of this Department.
4. OSD & E.O. Assistant Secretary, General Cell, Department of Personnel & Administrative Reforms.
5. P.S. to the Hon'ble Minister-in-Charge of this Department.
6. The Registrar & D.D.O. of this Department.
7. Section Officer, Establishment Cell of this Department.
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. P.A. to the Additional Secretary of this Department.
12. Service Book maintaining cell of this Department.
13. Acting Arrangement file of this Department.
14. Leave Cell of this Department.
15. HRMS Cell of this Department.
16. Copy for e-office entry.
- ✓ 17. I.T. Cell of this Department.
18. Office Copy.
19. Guard File.

Abhis
16/2/24
Deputy Secretary to the Govt. of West Bengal