

**Government of West Bengal**  
**Department of Disaster Management & Civil Defence**  
**Nabanna, 2nd Floor, 325, Sarat Chatterjee Road, Howrah-711102.**  
**No. 1052--DMCD/O/III/7M-42/24** **Date:16.05.2024**

**Order**

Pursuant to Personnel and Administrative Reforms Department (General Cell)s Notification No. 1000-PAR(Genl.) dt.15.05.2024, Shri Kajal Sardar, Section Officer. of this Department (D.M. Wing) has been appointed to officiate in the post of OSD corresponding to pay matrix level 16 (Rs. 56,100-1,44,300/-) in the Cabinet Secretariate under Home & Hill Affairs Department w.e.f. the date of his joining to the post.

Now in compliance with the above Notification, he is hereby released from this Department on 16.05.2024(F.N.) with the direction to join his new assignment accordingly.

This has the approval of the Competent Authority of this Department.

**Sd/-**

**Deputy Secretary to the Govt. of W.B.**

**No.1052 /1(20)-DMCD**

**Date:16.05.2024**

**Copy forwarded for information and necessary action to the:-**

1. The Pr. A.G. (A&E), W.B., Treasury Buildings, Kol-1.
2. The Pay & Accounts Officer, Kolkata Pay & A/cs. Office-I, 11A, Mirza Ghalib Street, Kol-87
3. Additional Secretary, Deptt. of DM&CD.
4. OSD & Ex-officio Joint Secretary of this Department.
5. Deputy Secretary, Deptt. of DM&CD.
6. Assistant Secretary, Deptt. of DM&CD.
7. OSD & E.O Assistant Secretary, P&AR Deptt.(General Cell).
8. DDO, Deptt. of DM & CD --- He is requested to issue LPC in favour of Sri Sardar in due course.
9. DDO, Cabinet Secretariate under Home & Hill Affairs Department.---He is requested to draw the salary of Sri Sardar after receiving LPC.
10. Sr. P.S to the Principal Secretary, Deptt. of DM&CD.
11. P.A to the Senior Special Secretary, Deptt. of DM&CD.
12. P.A to the Special Secretary, Deptt. of DM&CD.
13. Assistant Secretary, Deptt. of P & AR (General Cell)- He is requested to arrange for posting a suitable Section Officer in this Department in place of Shri Kajal Sardar.
14. Shri Kajal Sardar, S.O..of this Department.
15. HRMS Cell of this Department is requested to release Sri Sardar through HRMS.
16. Copy for Acting Arrangement File of this Department.
17. Leave Cell of this Department.
18. Copy for Service Book
- ✓ 19. Copy for I.T Cell of this Deptt.
20. Office Copy

  
**Deputy Secretary to the Govt. of W.B.**