

**Government of West Bengal**  
**Panchayats & Rural Development Department**  
**Joint Administrative Building (6<sup>th</sup> to 10<sup>th</sup> Floor)**  
**Block-HC-7, Sector-III, Salt Lake, Kolkata-700106**

No. 4401-P&RD/O/Estt./8P-11/2021

Date: 09/09/2024

**Memorandum**

In pursuance of Order No. 246-PAR(CCW)/Estt./3P-05/2024 dated: 30/08/2024 of the Department of Personnel & Administrative Reforms (Common Cadre Wing), Smt. Ipsita Sinha, Peon Grade-I of this Department has been appointed on promotion to officiate in the post of Lower Division Assistant in this Department with effect from 30.08.2024.

Smt. Sinha joined this Department as Lower Division Assistant on 30/08/2024 in the Forenoon.

Sd/-  
Deputy Secretary  
to the Government of West Bengal

No. 4401/1(9)-P&RD/O/Estt./8P-11/2021

Date: 09/09/2024

Copy forwarded for information and necessary action to :-

1. The Accountant General (A&E), W.B., Treasury Buildings, Kolkata-700001.
2. The Pay and Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> and 6<sup>th</sup> Floor, Plot no.9, DF Block, Sector 1, Bidhannagar-700064.
3. The O.S.D & E.O Assistant Secretary, Personnel & Administrative Reforms Department (Common Cadre Wing).
4. The S.O & D.D.O. of Panchayats & Rural Development Department.
5. Smt. Ipsita Sinha, Lower Division Assistant of Panchayats & Rural Development Department.
6. Personal file of Smt. Ipsita Sinha, Lower Division Assistant of Panchayats & Rural Development Department.
7. Service Book of Smt. Ipsita Sinha, Lower Division Assistant of Panchayats & Rural Development Department.
8. IT & Statistics Cell of Panchayats & Rural Development Department is requested to make necessary changes in Bio Metric.
9. Office copy.

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Deputy Secretary  
to the Government of West Bengal