

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

No. 12- DMCD-11013(31)/5/2021-DM

Date:- 03.01.2024

**Order**

Persuant to Department of Personnel and Administrative Reforms (Common Cadre Wing) Order No. 251-PAR(CCW)/Estt./3P-02/2020(Pt.-1) Dt. 29.12.2023, Smt. Lily Bhattacharjee, Upper Division Assistant of this Department has been appointed to officiate in the post of Head Assistant in the Micro, Small Medium Enterprises & Textiles Department.

Now in compliance with the above Order, she is hereby released from this Department on 03.01.2024(F.N.) with the direction to join her new assignment.

All concerned are being intimated accordingly.

Sd/-  
Joint Secretary to the Govt. of W.B.

No. 12/1(14)- DMCD

Date:- 03.01.2024

Copy forwarded for information and necessary action to the :-

1. The Pr. A.G. (A&E), WB, treasury Buildings, Kol-1.
2. The Pay & Accounts Officer-1, Kolkata Pay & A/cs. Office-I, 81/2/2, Phears Lane, Kol-12.
3. The Joint Secretary, Micro, Small Medium Enterprises & Textiles Department.
4. OSD & E.O. Assistant Secretary, Dept. of P & AR (CCW).
5. The Registrar & DDO of this Department.  
---He is requested to issue LPC of favour of Smt. Lily Bhattacharjee , U.D.A. of this Department after drawal of her salary for the month of January, 24 .
6. DDO, Micro, Small Medium Enterprises & Textiles Department- he is requested to draw her salary after receiving her LPC .
7. Smt. Lily Bhattacharjee, U.D.A. of this Department- she directed to join her new assignment as per order herein above.
8. Copy for Acting Arrangement File of this Department.
9. Copy of Service Book of Smt. Lily Bhattacharjee, U.D.A. of this Department
10. HRMS Cell of this Department.
11. Extra copy of E-Office support personnel making related change in e-office.
12. Leave Cell of this Department.
13. Copy to IT Cell of this Department for uploading in the Departmental Website.
14. Guard File.

  
Joint Secretary to the Govt. of W.B.