

**Government of West Bengal
Finance Department
Audit Branch**

No. 1669-F(H)

Kolkata, the 3rd March, 2011

Memorandum

The Post of Stenographers mentioned in the Schedule 'A' of the West Bengal (Recruitment of stenographers) Rules, 1989 at present designated as Personal Assistants in 4 (four) grades viz. senior Personal Secretary, Personal Secretary, Senior Personal Assistant and Grade 'C' Personal Assistant and are borne in four different Pay scales.

The question of redesignation of the Grade-'C' Personal Assistant has been under active consideration of the Government for some time past.

2. After careful consideration of the matter, the Governor is pleased to decide that the Grade 'C' Personal Assistant will henceforth be redesignated as personal Assistant.

So, all the four grades of Personal Assistants are not to be designated as follows:

Previous designation	Present Designation
Senior Personal Secretary	Senior Personal Secretary
Personal Secretary	Personal Secretary
Senior Personal Assistant	Senior Personal Assistant
Grade 'C' Personal Asstt.	Personal Assistant.

3. Nature of duties and responsibilities of the newly designated personnels will remain as before.

4. This order will take immediate effect.

Sd/- A. Khalque

OSD & E. O. Special Secretary to the
Government of West Bengal
Finance Department