

Government of West Bengal  
Finance Department  
Audit Branch  
Writers' Buildings, Kolkata-700 001

No. 7500-F(P)

Dated: Kolkata, the 18<sup>th</sup> September, 2013

MEMORANDUM

The question of creation of some posts in pre-revised scale No. 17 for the Personal Assistants (Schedule-A) has been under active consideration of the Government for sometime past.

2. Now, with a view to improve their career prospect further, the Governor has been pleased to create 11 (2% of cadre strength) new posts of **Senior Personal Secretary, Grade-I** in pre-revised scale No. 17 [Pay Band-4A (Rs. 15600-42000/-) plus Grade Pay of Rs. 6600/-] by reducing equal number of posts of Senior Personal Secretary in scale No. 16. With the creation of the post of Senior Personal Secretary, Grade-I, the existing post of Senior Personal Secretary in scale No. 16 [Pay Band 4A (Rs. 15600-42000/-) plus Grade Pay of Rs. 5400/-] shall be redesignated as Senior Personal Secretary, Grade-II.

3. Eligibility criterion for movement to scale No. 17 by promotion shall be a total of 25 years' service in scale No. 9, 12, 15 & 16 taken together out of which 3 (three) years should be in scale No. 16.

4. All other eligibility criteria for promotion, such as minimum qualifying ACR/APR rating, integrity etc. shall apply.

5. This order takes effect from 1<sup>st</sup> September, 2013.

Sd/- A. K. Das

OSD & Ex-Officio Joint Secretary  
to the Government of West Bengal

No. 7500/1(200)-F (P)

Dated: Kolkata, the 18<sup>th</sup> September, 2013

Copy forwarded for information and necessary action to:

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
2. The Accountant General (Audit) West Bengal, Treasury Buildings, Kolkata-700 001.
3. The Public Service Commission, West Bengal, 161, S.F. Mukherjee Road, Kolkata-700 026.
4. The Pay & Accounts Officer-I, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
5. The Pay & Accounts Officer-II, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700073.
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B Market, 1<sup>st</sup> Floor, Sector-III, Salt Lake, Kolkata-700 091.
7. The Treasury Officer, .....
8. The .....Department/Directorate,