

**Government of West Bengal**  
**Finance Department, Small Savings Directorate,**  
**Jessop Building, 63, N.S. Road, Kolkata-700001**  
**Telephone / Fax : 033-2262 5895, Email : [directorsmall savingswb@gmail.com](mailto:directorsmall savingswb@gmail.com)**

No. 404 – SSD/ 1E-25 / 2016

Date : 10 .02.2020

**Order**

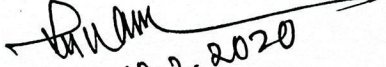
The existing number of posts in the different categories in Small Savings Directorate was as follows :

Lower Division Clerk	:	6 (six)
Upper Division Clerk	:	5 (five)
Basic Grade Typist	:	2 (two)
Grade 1 Typist	:	2 (two)

In pursuance of Finance Department Memo No. 1583-F (P) dated 21.02.2012, the vacant posts ( total three in numbers ) in the cadre of **Basic Grade / Grade-1 Typist** attached to the Small Savings Directorate ( Head Quarter) under the Finance Department is hereby converted to the post of **Lower Division Clerk** ( PB 2 : Band Pay 5,400/- - 25,200/-, Grade Pay 2,600/-) with effect from the respective date(s) of vacancy ( one Basic Grade Typist post w.e.f 29.07.2016, another Basic Grade Typist post w.e.f 18.08.2016 and one Grade-1 Typist post w.e.f 01.12.2019 ) .

So now the number of posts in the different categories in Small Savings Directorate is hereby revised in the following manner :

Lower Division Clerk	:	9 (nine)
Upper Division Clerk	:	5 (five)
Basic Grade Typist	:	0 (zero)
Grade 1 Typist	:	1 (one)

  
( S.K.Ram, IAS ) 10.2.2020  
Director, Small Savings &  
ex-officio Joint Secretary, Finance Department.

P.T.O

No. 404 /1(9)-SSD

Date : 10.02.2020

Copy forwarded for information & necessary action :-

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata 700 001.
2. The P.A. to Principal Secretary, Finance Department, Nabanna, Howrah
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -1, Kolkata – 12.
4. Finance Department, Group P-1, Nabanna, Howrah
5. The A.G. (Audit) West Bengal, Treasury Buildings, Kolkata 700 001.
6. Finance (Audit) Department Group 'H', Nabanna, Howrah
7. Finance (Budget) Department, Group 'N', Nabanna, Howrah
8. The Assistant Secretary & DDO, Finance Department, Accounts Branch, Nabanna, Howrah
- ✓ 9. Sri Sumit Mitra , Network Administrator, Finance Department  
-For uploading in the Website of Finance Department



Deputy Director, Small Savings & OSD &  
EO Deputy Secretary, Finance Department