

Dy. Controller Mobile: 9433331367

Asst Controller Mobile : 8920889505

Financial Officer Mobile: 9830671317



भारत सरकार लेखन सामग्री कार्यालय, 3, चर्च लेन, कोलकाता - 700 001

GOVERNMENT OF INDIA STATIONERY OFFICE, 3, CHURCH LANE, KOLKATA - 700 001.

कार्यालय परिपत्र/Office Circular

Estt. Order No. 18 of 2020 dated 18.05.2020
(File No.A-22017/1/2019-Estt.)

In pursuance to Government of India Stationery Office, Kolkata Office circular/Estt Order No. 15 of 2020 dated 4/4/2020(File No. A-22017/1/2019-Estt.) stating that in the interest of administrative exigencies and smooth functioning of Office Competent Authority has been pleased to order the following Inter Branch transfer of the following employees with immediate effect:-

Sri. N.C.Pandiyan, Head Clerk (Supply) is due to retire on 30/6/2020, as such it is requested that Smt. S.Rajalakshmi, Head Clerk (Packing and Despatch) is ordered to look after the Supply Section in addition to her own duties in Packing and Despatch Section w.e.f. 1/7/2020. Since the Lockdown period is going on extending Smt.S.Rajalakshmi, Head Clerk is ordered to help Sri N.C.Pandiyan, Head Clerk in Supply section till 30/6/2020.

Sri S.Srinivasan, UDC is posted to work in Estt.Section (Dairy & amp; Despatch) in addition to own duties in Store Section. (i.e. half day in Store section and half day in Estt. section.) vice versa Sri.M.Shanmugasundaram, MTS is relieved from Dairy Despatch section. Sri Shanmugasundarm, MTS will look after the watch & ward duty, and help in store for laying of items and attend the peon work. The day on his duty as watch and ward, the other watch and ward staff may attend the work as stated above.

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जनगणना से जल क-याग



Ministry of Housing
and Urban Affairs
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At present, the tenure of Caretaker lapsed with effect from 31/3/2020. Due to the current situation of Lockdown, the present Care taker Sri Jagge Oraon, LDC been ordered to continue as Caretaker by DCA for next three months or till the selection of next Caretaker whichever is earlier. The posting of Caretaker may be done after the situation comes to normal and after obtaining subsequent nomination among eligible employees.

Yours faithfully,



BISWANATH HALDER
Dy. Controller Sty.(A)
Govt. of India Sty. Office
3, Church Lane, Kolkata-1

(B.N. Halder)
Deputy Controller Sty.(Admn.)

Copy forwarded to:-

1. P.A to Controller of Stationery/ Dy. Controller of Sty., GISO, Kolkata.
2. Financial Officer GISO, Kolkata.
3. All Officers, GISO, Kolkata.
4. Persons concerned.
5. Officer – in – Charge, Regional Stationery Depot, 63, College Road, Chennai – 600006.
6. Accountant / Superintendent.
7. APAR/ Personal File/ Notice Board/ Guard File.

