

**POST BASED ROSTER WITH REFERENCE TO O.M. NO.36012/2/96-
Estt(Res) dated 02.07.1997 of DOPT.**

Name of Post : Stenographer Grade I

Mode of Recruitment – By Promotion Number of Post – 3 (3 posts converted into Gr.I by restructuring w.e.f. 2003)

Roster Point No.	Category for which the post should earmarked	Name of the Official	Date of Appointment	Category to which belongs (SC/ST/OBC)	Remarks	Signature of the appointing Authority
1	2	4	5	6	7	8
01	UR	Smt. Meenakshi A	19.01.2005	UR	Utilized by General Category	
02	UR	Smt. Gopalkrishnan	19.01.2005	UR	Utilized by General Category	
03	UR	Smt. V. Sarada	21.03.2007	SC	Utilized by Scheduled Caste	
04	UR					
05	UR					
06	UR					
07	SC					
08	UR					
09	UR					
10	UR					
11	UR					
12	UR					
13	UR					
14	ST					

N. Ramchander
(N. Ramchander) 12/10/12
Asstt. Controller of P & D

D.K. Borate
(D.K. Borate)
Admn. Officer

T.K. Bose
(T.K. Bose)
Office Superintendent

S.K. Bepari
(S.K. Bepari)
Upper Division Clerk

K. Rajeshwari
(K. Rajeshwari)
Lower Division Clerk

POST BASED ROSTER WITH REFERENCE TO O.M. NO.36012/2/96-
Estt(Res) dated 02.07.1997 of DOPT.

Name of Post-Stenographer Grade II

Mode of Recruitment - By Promotion

Number of Post – 13, {13-3(3 posts converted into Gr.I by re-structuring w.e.f. 2003} = 10

Roster Point No.	Category for which the post should earmarked	Name of the Official	Date of Appointment	Category to which belongs (SC/ST/OBC)	Remarks	Signature of the appointing Authority
1	2	4	5	6	7	8
01	UR	Shri A.K. Guha	12-12-1983	UR	UR	
02	UR	Shri Nayan Neogi	01.11.1989	UR	UR	
03	UR	Smt. Neha Raghini	01.11.1989	UR	UR	
04	UR	Smt. V Sarada	01.11.1989	SC	UR	
05	UR	Smt. Cynthia Reginald	01-01-1990	UR	UR	
06	UR	Shri Bhagawan Dutt	01.04.1990	SC	UR	
07	SC	Shri M. Talukder	15-10-1996	SC		
08	UR	Smt. Meenakshi A.	21.03.1996	UR	UR	
09	UR	Smt. T. Gopalkrishnan	01-07-1996	UR	UR	
10	UR	Shri S. Chatterjee	05.01.1998	UR	UR	
11	UR	Smt. V. Mahalakshi	31.07.2006	UR	UR	
12	UR					
13	UR					
14	ST					

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Estt(Res) dated 02.07.1997 of DOPT.

Name of Post-Stenographer Grade II

Mode of Recruitment - By Promotion Number of Post – 13, {13-3(3 posts converted into Gr.I by re-structuring w.e.f. 2003} = 10

Roster Point No.	Category for which the post should earmarked	Name of the Official	Date of Appointment	Category to which belongs (SC/ST/OBC)	Remarks	Signature of the appointing Authority
1	2	4	5	6	7	8
01	UR	Shri A.K. Guha	12-12-1983	UR	UR	
02	UR	Shri Nayan Neogi	01.11.1989	UR	UR	
03	UR	Smt. Neha Raghini	01.11.1989	UR	UR	
04	UR	Smt. V Sarada	01.11.1989	SC	SC	
05	UR	Smt. Cynthia Reginald	01-01-1990	UR	UR	
06	UR	Shri Bhagawan Dutt	01.04.1990	SC	SC	
07	SC	Shri M. Talukder	15-10-1996	SC	SC	
08	UR	Smt. Meenakshi A.	21.03.1996	UR	UR	
09	UR	Smt. T. Gopalkrishnan	01-07-1996	UR	UR	
10	UR	Shri S. Chatterjee	05.01.1998	UR	UR	
11	UR	Smt. V. Mahalakskhi	31.07.2006	UR	UR	
12	UR					
13	UR					
14	ST					

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**POST BASED ROSTER WITH REFERENCE TO O.M. NO.36012/2/96-
Estt(Res) dated 02.07.1997 of DOPT.**

**Name of Post : Stenographer Grade I
Mode of Recruitment – By Promotion
Number of Post – 20**

(POST OF STENOGRAPHER GRADE II (5000-8000) MERGED AND UPGRADED TO POST OF STENOGRAPHER GRADE II (5500-9000) AND PLACED IN PB-2 RS. 9300-34800 + GRADE PAY RS. 4200/- VIDE OFFICE ORDER NO. CG/F/14/7/15(D)/2010 DATED 3RD AUGUST, 2010 OF OFFICE OF CGPDTM AND LETTER NO.2/14/2008-IPR-I DATED 13TH, JULY, 2010 OF DIPP, MINISTRY OF COMMERCE & INDUSTRY)

2011

Roster Point No.	Category for which the post should earmarked	Name of the Official	Date of Appointment	Category to which belongs (SC/ST/OBC)	Remarks	Signature of the appointing Authority
1	2	4	5	6	7	8
01	UR	Smt. Meenakshi A	19.01.2005	UR	UR	
02	UR	Smt. Gopalkrishnan	19.01.2005	UR	UR	
03	UR	Smt. V. Sarada	21.03.2007	SC	SC	
04	UR	Shri A.K. Guha	12-12-1983	UR	UR	
05	UR	Shri Nayan Neogi	01.11.1989	UR	UR	
06	UR	Smt. Cynthia Reginald	01-01-1990	UR	UR	
07	SC-1	Shri Bhagawan Dutt	01.04.1990	SC	SC	
08	UR	Shri M. Talukder	15-10-1996	SC	SC	
09	UR	Shri S. Chatterjee	05.01.1998	UR	UR	
10	UR	Smt. V. Mahalakschi	31.07.2006	UR	UR	
11	UR					
12	UR					
13	UR					
14	ST					
15	SC-2					
16	UR					
17	UR					
18	UR					
19	UR					
20	SC-3					

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POST BASED ROSTER WITH REFERENCE TO O.M. NO.36012/2/96-
Estt(Res) dated 02.07.1997 of DOPT.

Name of Post-Stenographer Grade II

Mode of Recruitment – Direct Recruitment

**Number of Post ---- 6 - 3 (3 abolished in 2001-2002) = 3 - 2 (2 abolished in 2007-2008) = 1
2011**

Roster Point No.	Category for which the post should earmarked	Name of the Official	Date of Appointment	Whether Belongs to SC/ST/OBC	Remarks	Signature of the appointing Authority
1	2	4	5	6	7	8
01	UR	Smt. V. Mahalakshi	16-03-2000	UR	UR	
02	UR	Shri P.K.Sur	25.04.2003	UR	UR	
03	UR					
04	OBC					
05	UR					
06	UR					
07	SC					
08	OBC					
09	UR					
10	UR					
11	UR					
12	OBC					
13	UR					
14	ST					

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Lower Division Clerk

POST BASED ROSTER WITH REFERENCE TO O.M. NO.36012/2/96-
Estt(Res) dated 02.07.1997 of DOPT.

Name of Post-Photography Assistant
Mode of Recruitment – Direct Recruitment
Number of Post – 4

Roster Point No.	Category for which the post should earmarked	Name of the Official	Date of Appointment	Whether Belongs to SC/ST/OBC	Remarks	Signature of the appointing Authority
1	2	4	5	6	7	8
01	UR	Shri.M.K. Pawar	01.10.1983	UR	UR	
02	UR	Shri B.B. Palit	08.02.1984	UR	UR	
03	UR	Shri D.K. Biswas	13.02.1991	SC	SC	
04	OBC	Shri. Swapan Das	22.02.1992	SC	SC	
05	UR	Shri A. Rezion	27.09.2006	OBC	OBC	
06	UR					
07	SC					
08	OBC					
09	UR					
10	UR					
11	UR					
12	OBC					
13	UR					
14	ST					

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**POST BASED ROSTER WITH REFERENCE TO O.M. NO.36012/2/96-
Estt(Res) dated 02.07.1997 of DOPT.**

**Name of Post--Hindi Typist
Mode of Recruitment – Direct
Number of Post – 4-1(2004-05)-2 = 1**

Roster Point No.	Category for which the post should earmarked	Name of the Official	Date of Appointment	Whether Belongs to SC/ST/OBC	Remarks	Signature of the appointing Authority
1	2	4	5	6	7	8
01	UR	Shri Ajay Kumar	13.04.1993	UR	UR	
02	UR	Shri S.S. Prasad	11.08.2003	UR	UR	
03	UR					
04	OBC					
05	UR					
06	UR					
07	SC					
08	OBC					
09	UR					
10	UR					
11	UR					
12	OBC					
13	UR					
14	ST					

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**POST BASED ROSTER WITH REFERENCE TO O.M. NO.36012/2/96-
Estt(Res) dated 02.07.1997 of DOPT.**

Name of Post : Jr. Hindi Translator

Mode of Recruitment - Direct

Number of Post – 5, 4 {5 – 1 (One post abolished in 2008-2009) }

Roster Point No.	Category for which the post should earmarked	Recruitment Year	Name of the Official	Date of Appointment	Whether Belongs to SC/ST/OBC	Remarks	Signature of the appointing Authority
1	2	3	4	5	6	7	8
01	UR	2000	Shri Amalundu Ranjan	07.12.2000	UR	Utilized by General Category	
02	UR	2000	Ku. Reena	08.12.2000	UR	Utilized by General Category	
03	UR	2001	Ku. Rekha Rani	20.02.2001	UR	Utilized by General Category	
04	OBC	2001	Shri R. Mishra	06.09.2001	UR	Utilized by General Category	
05	UR	2006	Shri Punit Chowdhury	18.07.2006	UR	Utilized by General Category	
L							
06	UR						
07	SC						
08	OBC						
09	UR						
10	UR						
11	UR						
12	OBC						
13	UR						
14	ST						

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**POST BASED ROSTER WITH REFERENCE TO O.M. NO.36012/2/96-
Estt(Res) dated 02.07.1997 of DOPT.**

Name of Post-Stenographer Grade III

Mode of Recruitment – Direct Recruitment

Number of Post ---- 6 - 3 (3 abolished in 2001-2002) = 3 - 2 (2 abolished in 2007-2008) = 1

Roster Point No.	Category for which the post should earmarked	Name of the Official	Date of Appointment	Whether Belongs to SC/ST/OBC	Remarks	Signature of the appointing Authority
1	2	4	5	6	7	8
01	UR	Smt. V. Mahalakshi	16-03-2000	UR	Utilized by General Category	
02	UR	Shri P.K.Sur	25.04.2003	UR	Utilized by General Category	
03	UR					
04	OBC					
05	UR					
06	UR					
07	SC					
08	OBC					
09	UR					
10	UR					
11	UR					
12	OBC					
13	UR					
14	ST					

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**POST BASED ROPSTER WITH REFERENCE TO O.M. NO 36012/2/96-Estt. (Res)
Dated 02-07-1997 of DOPT**

Name of Post : Data Entry Operator
Mode of Recruitment : Direct Recruitment
Number of Post : 20 (Plan)
Year : 2011

Roster Point No.	Category for which the post should earmarked	Recruitment Year	Name of the Official	Date of Appointment	Whether belongs to SC/ST/OBC	Signature of the appointing authority	Remark
1	UR	2011	Shri. Rakesh Khandelwal	17/11/2011	Neither		
2	UR	2011	Shri. Chandan Kumar Jha	13/10/2011	Neither		
3	UR	2011	Shri. Prabhat Kumar	11/11/2011	Neither		
4	OBC-1	2011	Shri. Gatam Kumar	02/11/2011	OBC		
5	UR	2011	Shri. Hans Raj Gupta	14/11/2011	OBC		By Merit General
6	UR	2011	Shri. Joginder	22/02/2011	Neither		VH
7	SC-1	2011	Shri. Maneedev Kumar	18/11/2011	SC		
8	OBC-2	2011	Shri. Saket Kumar	24/10/2011	OBC		
9	UR	2011					
10	UR	2011					
11	UR	2011					
12	OBC-3	2011	Shri. Dinesh Kumar	23/01/2011	OBC		
13	UR	2011					
14	ST-1	2011					
15	SC-2	2011	Shri. Chandan Kumar	18/10/2011	SC		
16	OBC-4	2011	Shri. Kaushal Kumar Ranjan	13/10/2011	OBC		
17	UR	2011					
18	UR	2011					
19	OBC-5	2011	Shri. Dipak Kumar	13/10/2011	OBC		
20	SC-3	2011	Shri. Lalit Kumar	24/10/2011	SC		

	SC	ST	OBC
Representation Required	3	2	5
In position	3	1	5
Excess/Shortage	Nil	(-) 1	Nil

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