Government of West Bengal
Finance (Audit) Department
Nabanna
Mandirtala, Howrah-711102

No.4757-F (H) Dated, the 1st August, 2017

NOTIFICATION

Finance (Audit) Department has hosted a Web Based Portal of "Service Record Information System (SRIS)" with the help of NIC, WB for the employees belonging to the cadre of Schedule 'A' English Stenographers, Schedule 'B' English Stenographers and Bengali Stenographers under Finance Department, Govt. of West Bengal.

Implementation of application/Web Portal 'SRIS' would call for substantial reengineering of the workflow pattern, processes, methods etc. Once operational, 'SRIS' Web Portal would encapsulate each and every aspect of appointment, transfer, posting, promotion, maintaining gradation list etc in respect of the Stenographers working under this Department. It is therefore imperative that existence of comprehensive database in respect of Stenographers enveloping all essential information is necessary for proper functioning of Web Portal 'SRIS'.

2. Accordingly, all employees belonging to the cadre of Schedule 'A' English Stenographers, Schedule 'B' English Stenographers and Bengali Stenographers under Finance Department, Govt. of West Bengal are directed to provide correct and up-to-date information online against each and every item mentioned therein by accessing the Web Portal 'SRIS' application under the URL http://wbsteno.gov.in with effect from 01.08.2017.

3. The Schedule 'B' English Stenographers are also directed to send their details as available with auto generated report taken from Web Portal 'SRIS' under the signature of D.D.O. and Officers to whom they are attached. The Service details of Schedule 'A' English Stenographers and Bengali Stenographers are required to be verified from the P.A. Cell, Finance Department, Writers' Buildings where their service Books are kept & maintained.

4. The Login ID of the cadre of Schedule 'A' English Stenographers, Schedule 'B' English Stenographers and Bengali Stenographers under Finance Department, Govt. of West Bengal is the General Provident Fund Account No. and Password is Employee Id (as mentioned in payslip). They are advised to change the password after first login.

5. Information details should be mandatorily provided by 31.08.2017 positively.

6. For any assistance, if required, in this regard Shri Soumya Biswas, Nodal officer & Deputy Secretary, Finance (Audit) Department, 'Nabanna', Howrah-711102 (Telephone No. 2253-5007, Email Id-support.finstn-wb@gov.in) may be contacted.

7. All the employees belonging to the cadre of Schedule 'A' English Stenographers, Schedule 'B' English Stenographers and Bengali Stenographers under Finance Department, Govt. of West Bengal are directed to ensure strict compliance of the contents of this notification.

8. This has the approval of Principal Secretary of this Department.

Enclo:- User Manual

Sd/-
Special Secretary to the
Government of West Bengal
No.4757 /1(500)-F (H)  

Dated, the 1st August, 2017

Copy forwarded for information and necessary action to:-

1) The P.S. to Hon'ble Minister In-Charge, Finance Department, 'Nabanna', Howrah-711102.
2) The Chief Secretary to the Government of West Bengal
3) The Secretary, Governor's Secretariat, Raj Bhavan, Kolkata-1.
4) The Additional Chief Secretary/Principal Secretary/Secretary.
5) The P.A. to the Principal Secretary, Finance Department, 'Nabanna', Howrah-711102.
6) The P.A. to the Special Secretary, Group-H (P.A.Pool), Finance Department, 'Nabanna', Howrah-711102.
7) The Director/Commissioner.
8) The District Magistrate/District Judge/Superintendent of Police.
9) The Sub-Divisional Officer.
10) The Treasury Officer.
11) The Deputy Secretary, Finance Department, Group-H, 'Nabanna', Howrah-711102.
12) The Assistant Secretary, Group-H (P.A.Pool), Writers' Buildings, Kolkata-1.
14) The.
15) Shri/Smt.
17) Shri Kripasindhu Mukherjee, Head Assistant, Finance Department, Group-H, 'Nabanna', Howrah-711102.
18) Shri Sumit Mitra, Network Administrator of this Department

for uploading to the Website of Finance Department
21) The Dealing Assistant.
22) Office Copy.
GUIDELINE FOR EMPLOYEE LOGIN

STEP - 1

Memorandum on extension of last date for submission of bids and acceptance of bids
It is hereby reiterated that extension of last date of submission of bids cannot be treated as and or subsequent call of a tender.

Inclusion of West Dinajpur Spinning Mills Ltd. and Kalyani Spinning Mills Ltd. in Part-B of the Annexure to the terms of reference of the 6th Pay Co

Amendment of Rule 47(3)(b) of WBFR, Vol.-I consequent upon introduction of GST Act, 2017
The following amendment West Bengal Financial Rules, Vol. I in partial modification of Notification No. 3400-F(E), dt. 25.06.2017, and subsequent orders issued thereafter.

Memorandum on promotion from Group-D posts and other eligible Group-C posts
References are being received from different departments as regards allowing annual increment to the Lower Division Assistants / Lower Division Clerks being appointed on promotion from Group-D posts a ...

Acceptance of bills in anticipation of allotment of fund
Bills towards Medical Advance/Reimbursement under West Bengal Health for All Employees and Pensioners Cashless Medical Treatment Scheme, 2014 is also included in the list of bills that may be accepted ...

Memorandum of holiday on account of the birth day of Late Dr. Bidhan Chandra Roy
As the 1st day of July, 2017 (Saturday), no separate notification of holiday on account of the Birth Day of Late Dr. Bidhan Chandra Roy, Ex-Chief Minister of West Bengal is required to be issued ...

23 posts for the two newly created Divisions namely Malda Division and Mishapore Division
The posts so created shall carry usual scale of pay prescribed under the extant rules ...

Allotment of fund till December, 2017 not being exceeding 75 percent of the whole year budget provision:
The Administrative Departments or Controlling Authorities may now make allotment of fund relating to Non-plan and Plan amounting to one-third to 75 percent of Budget provision till December, 2017 for the Fin ...
STEP-2

Click Hear for Employee Login
STEP-3

1) Enter G.P.F No. for User Id

2) Enter Employee Id for Password

3) Enter Result of two numbers

4) Finally Click on ‘OK’ Button
Click on the close Button
STEP-5

Click on the link Button for Password Change

NOTE: - They are advised to change the password after first login
STEP-6

1. Enter New Password
2. Enter Password again for confirmation
3. Finally Click On Button
Welcome WORKS:WB-46293 to the portal
Your Password has been successfully created.....

Please login again with new User Id and Password.

Finally Click on ‘OK’ Button
NOTE:-

1) After compilation of all this procedure it is advised to use G.P.F Account No. for ‘User Id’ and new ‘Password’ created by you for login next time.

2) Accordingly, all employees belonging to the cadre of Schedule ‘A’ English Stenographers, Schedule ‘B’ English Stenographers and Bengali Stenographers under Finance Department, Govt. of West Bengal is requested to provide correct and up-to-date information online against each and every item mentioned therein by accessing the ‘SRIS’ application.

3) The Schedule ‘B’ English Stenographers is also requested to send their details as available with auto generated report taken from Portal under the signature of D.D.O. and Officers to whom they are attached. The Service details of Schedule ‘A’ English Stenographers and Bengali Stenographers will be verified from the P.A. Cell, Finance Department, Writers’ Buildings, Kolkata-1 where their service Books are kept & maintained.

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