

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.
- 13) Smt. M. Banerjee, Sr. Technical Director, N.I.C., 'Nabanna', Howrah-711102.
- 14) The.....
- 15) Shri/Smt.....
- 16) Shri Uttam Kumar Dutta, Registrar, Finance Department, Group-H, 'Nabanna', Howrah-711102.
- 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
- 19) Shri Saumitra Biswas, Senior Software Developer, Finance Department, Group-H, 'Nabanna', Howrah-711102.
- 20) The Data Entry Operator, P.A Cell, Finance Department, Group-H, 'Nabanna', Howrah-711102.
- 21) The Dealing Assistant.
- 22) Office Copy.


Deputy Secretary
to the Govt. of West Bengal

GUIDELINE FOR EMPLOYEE LOGIN

STEP - 1

www.wbfin.nic.in

Category : AuditPosted On : 14/07/2017

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 2nd or subsequent call of a tender

Category : AuditPosted On : 13/07/2017

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
In partial amendment of Resolution No. 8071-F(P), dated 27.11.2015, the Governor has been pleased to include the 2(two) organizations in Part-B of the Annexure to the terms of reference o

Category : AuditPosted On : 13/07/2017

Amendment of Rule 47(g)(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. 5400-F(Y), dt. 25.06.2012 and subsequent orders issued thereafter.

Category : AuditPosted On : 13/07/2017

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

Category : AuditPosted On : 12/07/2017

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

Category : AuditPosted On : 11/07/2017

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

Category : AuditPosted On : 30/06/2017

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

Category : AuditPosted On : 23/06/2017

Allotment of fund till December, 2017 not be 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 expenditure up to 75 percent of Budget provision till December, 2017 for the Fin

Category : AuditPosted On : 23/06/2017

For Details

For Details

For Details

For Details

For Details

For Details

For Details

For Details

Development Fund

Online Credit Confirmation cum Release of Funds

WFTS Workflow based File Tracking System with Letter Tracking & Public Grievance Monitoring

Integrated Debt Management System

LOC (Letter of Credit) Monitoring System

BUSINESS INTELLIGENCE

Public Grievance

ONLINE E-SERVICES

WBFIN Transactions

Click Hear for Home Page

1 | Page

www.wbsteno.gov.in

Finance (Audit) Department



Click Here for Employee Login

STEP-3

localhost:56962/SRMS_PA/Login/Login_Page.aspx

SRMS
Stenographers of West Bengal

Finance Department,
GOVERNMENT OF WEST BENGAL

Service Record Information System for the
Stenographers of West Bengal

Home

Employee Login

Enter User Id

Enter Password

Calculate

Validate

20 + 12 =

Enter Result

OK

Clear

Instruction :

- 1) User Id will be G.P.F No and Password will be Employee Id (as mentioned in payslip) with suffix 'fin' (for example- if Employee Id is about '123456', Password will be '123456fin')
- 2) User Id, Password and Captcha are case sensitive
- 3) All fields are mandatory
- 4) After successful Login please change your password
- 5) If you forget your password or not Log into your account please send an email to support.finshn-wb@gov.in with scan copy of payslip and authorized letter

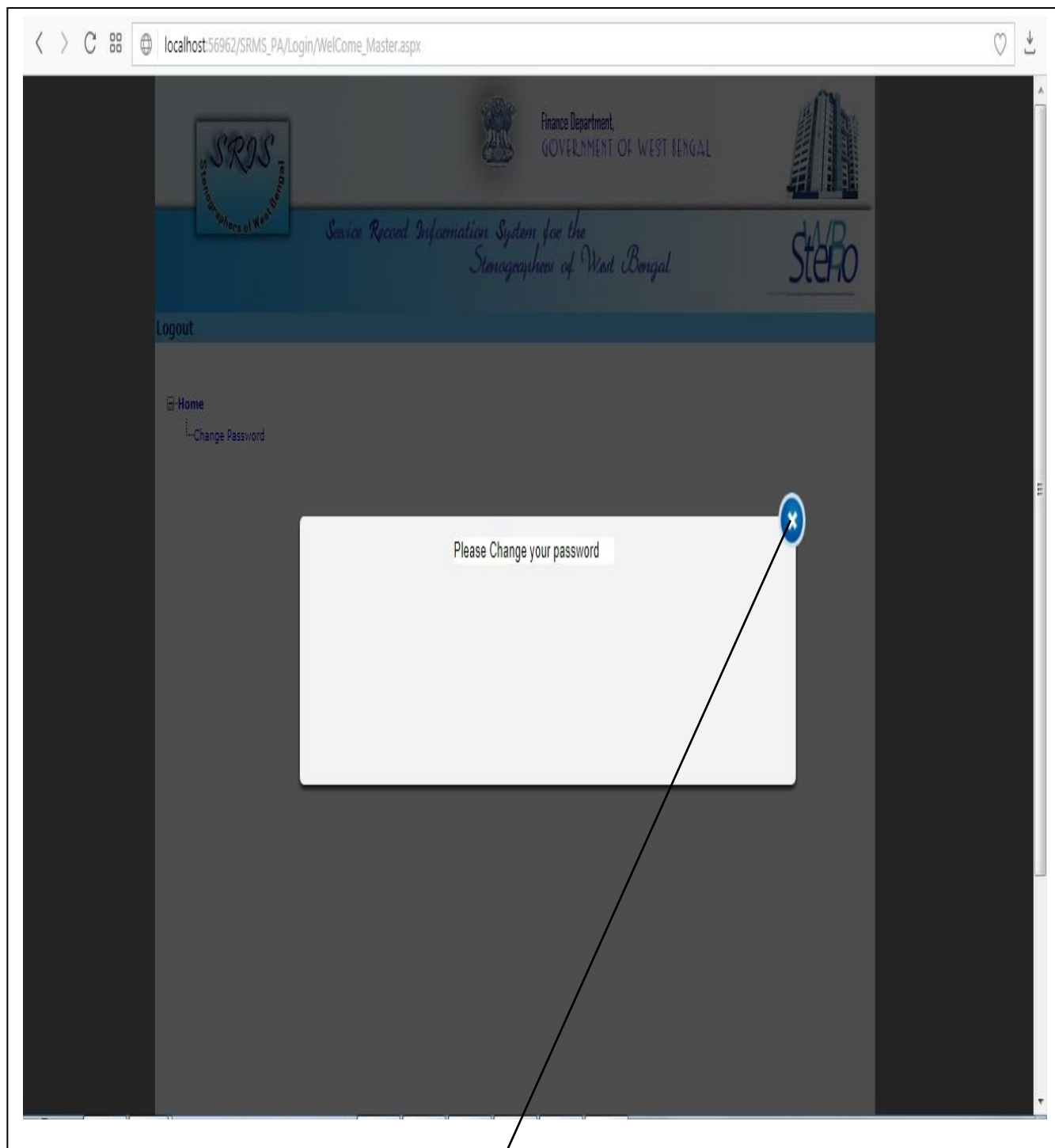
1) Enter G.P.F No. for User Id

2) Enter Employee Id for Password

3) Enter Result of two numbers

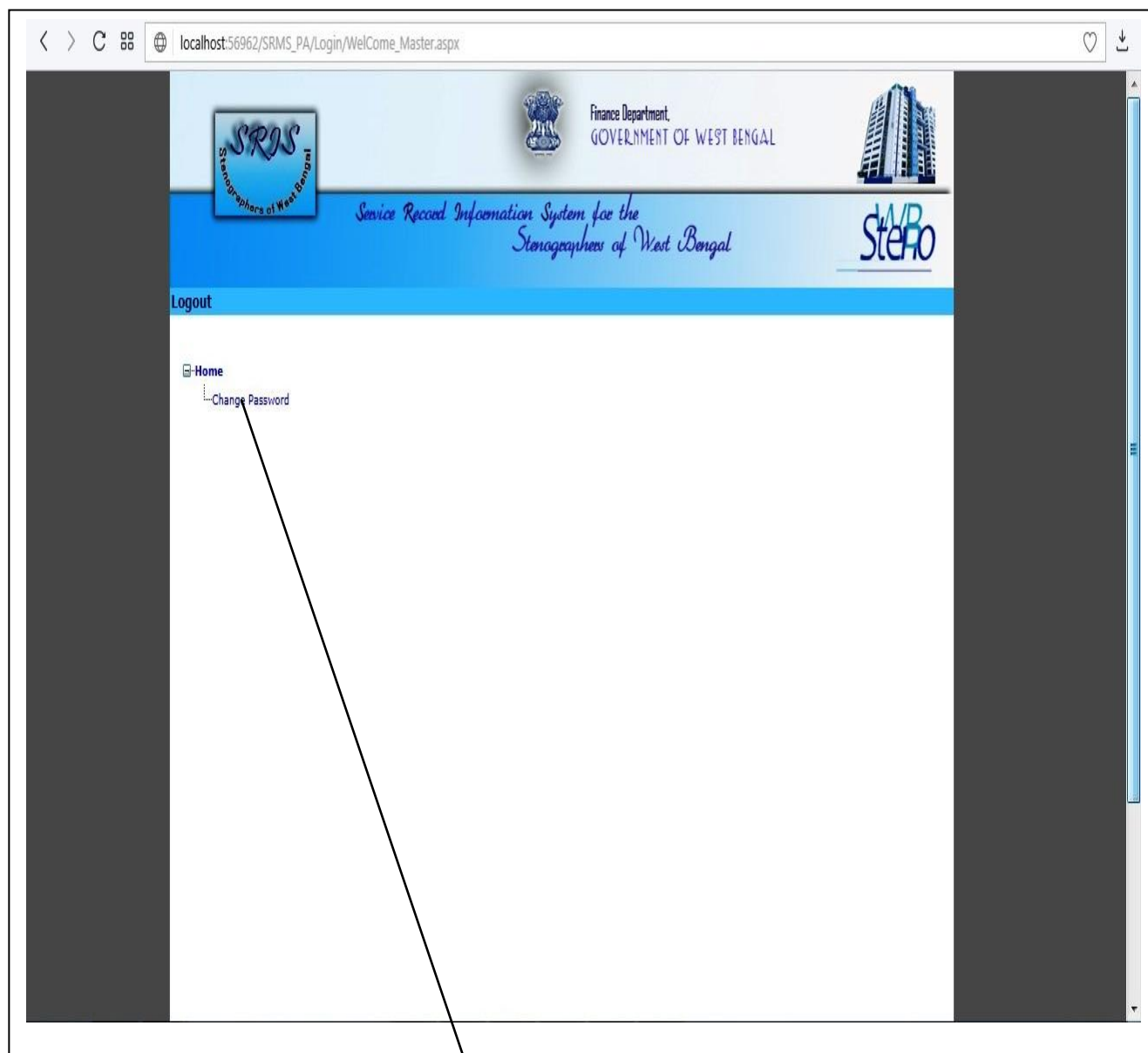
4) Finally Click on 'OK' Button

STEP-4



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

localhost:56962/SRMS_PA/Login/create_Login.aspx

Service Record Information System for the Stenographers of West Bengal

Logout

Home
Change Password

Re-generate Password

User Id: WORKS/WB/46293

Enter Password* (Minimum 8 characters and alphanumeric)

Confirm Password*

Instruction :

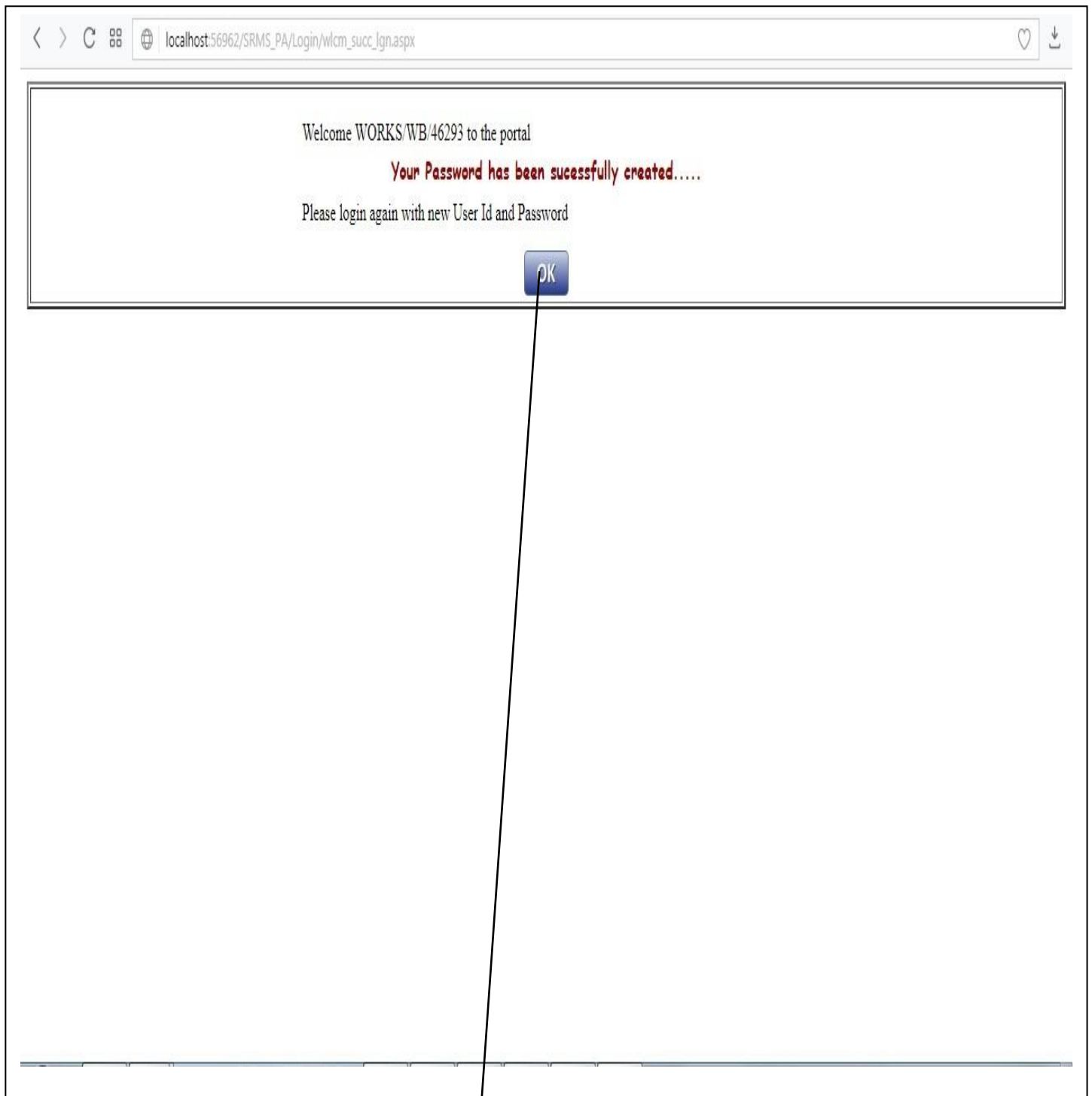
- 1) Enter only alphanumeric password and length must be between 8 to 12 characters
- 2) User Id and Password are case sensitive
- 3) All field are mandatory
- 4) Blank space is not allowed

Create Clear

Enter New Password

Enter Password again for confirmation

Finally Click On Button



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.

-End-