

GOVERNMENT OF WEST BENGAL

Finance (Audit) Department

Nabanna

Mandirtala, Howrah-711102

No.1722-F (H)

Dated Howrah, the 5th June, 2021

From: Shri U K Dutta

Deputy Secretary to the
Government of West Bengal

To: The
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Sir/Madam,

I am directed to inform you that owing implementation of promotion policy in the cadre of Schedule 'B' English Stenographers, Annual Confidential Reports (A.C.R) & Self Appraisal Reports (S.A.R) **as may be applicable** for the period from **01.04.2016** to **31.03.2021** in respect of the **P.As(Schedule B Stenographer), Grade-I** of your Directorate/Commissionerate/Office **who have completed atleast 01(one) year of service in the existing post on the date of issuance of this Memo** , are required in this Department for consideration of functional promotion to the post of **Senior P.A(Schedule B Stenographer)**.

You are therefore, requested to send the following information along-with the required A.C.Rs & S.A.Rs to this Department **by 21st June, 2021:**

- 1) Whether there is any **Departmental Proceedings/ Vigilance case** either pending or under contemplation against the Stenographer;
- 2) Whether the Stenographer submits his/her **Declaration of Assets** regularly and Whether he/she submitted the Declaration of Assets as on 01.01.2021;
- 3) Whether the Stenographer is **willing to accept the functional promotion** (The enclosed Option Form duly filled in by the Stenographer concerned must be sent to this Department);
- 4) Attested photo-copy of **page no. 3 of the Service Book** of the Stenographer concerned;
- 5) Copy of Joining Order in the existing post ensuring completion of **atleast 01(one) year of service in the existing post.**

Encl
Option Form

Yours faithfully
Sd/-U.K Dutta
**Deputy Secretary to the
Government of West Bengal**

No.1722/1(15)-F (H)

Dated Howrah, the 5th June, 2021

Copy forwarded for information and necessary action to:

- 1) The Chairman, West Bengal Public Service Commission, West Bengal, 161-A, S.P.Mukherjee Road, Kolkata-26.
- 2) The Chairman, West Bengal Staff Selection Commission, Mayukh Bhavan, Salt Lake, Sector-III, Kolkata-91.
- 3) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-12.
- 4) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata-73.
- 5) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B.Market, 1st floor, Sector-III, Bidhannagar, Kolkata-91.
- 6) The Accountant General(A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kol-1.
- 7) The
.....Department.
- 8) The
.....Directorate.
- 9) The District Magistrate,
.....
- 10) The Sub-Divisional Officer,
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- 11) The Treasury Officer,
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- 12) The Commissioner,
.....
- 13) The Superintendent of Police,
.....
- 14) Shri Saumitra Biswas, Sr. Software Developer, Finance Department, , 'Nabanna', Howrah
.....*For uploading the Memo in the Website of wbsteno.gov.in*
- 15) Office Copy.



**Deputy Secretary to the
Government of West Bengal**

To
The Deputy Secretary
Finance (Audit) Department, Group H
Nabanna, Howrah-711102

Sir,

I am aware that on acceptance of functional promotion to the next higher scale of pay, I may be transferred anywhere in West Bengal.

Therefore, I am willing / unwilling (put \surd) to accept my forthcoming functional promotion to the post ofas admissible according to the order of Finance (Audit) Department vide Memorandum No. 2675-F(H), Dated 02.05.2017.

Yours faithfully,

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Name :

Designation :

Department :

Designation of the officer to whom
He/She is attached :

Mobile No. :

Office Extn. No. :

Previous Offices where posted earlier :

Countersigned by Head of Office with seal where
the employee is posted

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