ORDER

In pursuance of para-5 of this Department's Memo, No. 1912-F(H) dated 09.06.2020, all the Officers/staff of this Department are hereby requested to 'Work from Home' through e-Office while not attending office.

(ii) All the Officers/staff of this Department are also requested to make themselves available, while not attending office, so that they may be contacted by the office as and when required.

(iii) Further, all the Officers/staff of this Department are hereby requested to furnish information about themselves immediately in the following format to this Department's e-mail ID estt.fin-wb@gov.in.

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Group/Branch/Cell</th>
<th>Present Residential Address</th>
<th>Mobile Phone No.</th>
<th>email ID</th>
</tr>
</thead>
</table>

Sd/- S.K. Ram  
Commissioner  
Finance Department  
Government of West Bengal

No. 1949/1(125) - F(H)  
Dated, Howrah, the 12th June, 2020

Copy forwarded for information & necessary work to –

1. The P.S. to Hon’ble MIC, Finance Department.
2. The Sr. P.S. to the Additional Chief Secretary, Finance Department.
3. The Sr. P.A. to the Commissioner of Finance Department.
4. Shri/Smt........................................, Secretary/Addl.  
   Secretary/Commissioner/Spl. Secretary/Joint Secretary/Deputy Secretary/Assistant Secretary, Finance Department.
5. All Groups/Branches/Cells of Finance Department.
6. Shri K. Mukherjee, Head Assistant, Finance Department.
7. Shri Sumit Mitra, Network Administrator, Finance Department.

OSD & Ex-Officio Deputy Secretary  
to the Government of West Bengal