

**GOVERNMENT OF WEST BENGAL
FINANCE (AUDIT) DEPARTMENT
NABANNA, MANDIRTALA, HOWRAH-711 102**

No. 2730-F(H)/FA/O/1S-6/36/18(N.B.).

Dated, Howrah, the 10th May, 2019.

MEMORANDUM

It is being felt for sometime past to sort out the inconveniences caused to the Officers while a Schedule 'A' English Stenographer takes leave or reports to a new place of posting / Reserve Pool without the knowledge of the Officer, to whom he/she is/was attached to.

Therefore, a general instruction is hereby issued which will take immediate effect :-

1. Before joining in a new place of posting or Reserve Pool of this Department, all Schedule 'A' English Stenographers shall take proper release from the Officers/Departments, to whom/which their services had been assigned earlier, without which he/she will not be allowed to join his/her new place of posting.
2. Application for leave of any kind other than the Casual Leave in respect of Schedule 'A' English Stenographer shall be submitted to the P.A. Cell of Group-'H', Writers' Buildings, only after it is duly recommended by the Officer, to whom his/her service is attached to.
3. This issues in the interest of public service and with approval of the Additional Chief Secretary, Finance Department.

Sd/- S. K. Ram.

**Special Secretary to the
Government of West Bengal.**

No. 2730/1(70)-F(H)/FA/O/1S-6/36/18(N.B.).

Dated, Howrah, the 10th May, 2019.

Copy forwarded for information to :-

- 1) The _____ Department,

- 2) The P.S. to the Additional Chief Secretary, Finance Department.
- 3) The P.A. to the Special Secretary, Finance Department.
- 4) The Assistant Secretary, Group-'H' (P.A. Pool), Writers' Buildings, Kolkata-700 001.
— He is hereby requested to verify the recommendation of the concerned Officer, to whom the respective Schedule 'A' English Stenographer is attached, before sanctioning any kind of leave other than Casual Leave.
- 5) The Section Officer, Group-'H' (P.A. Pool), Writers' Buildings, Kolkata-700 001.
- 6) Smt. Mousumi Majumder, Data Entry Operation of this Department.
— for uploading the order in the Website – wbsteno.gov.in.
- 7) The Dealing Assistant.
- 8) Office copy.



**Assistant Secretary to the
Government of West Bengal.**