

GOVERNMENT OF WEST BENGAL  
Finance Department,  
Audit Branch,  
"NABANNA", 10<sup>th</sup> floor  
Mandirtala, Howrah – 711 102

No. : 3642-F(H)

Dated, Howrah the 26<sup>th</sup> November, 2021.

From: Shri U. K. Dutta,  
Deputy Secretary  
to the Government of West Bengal

To : The .....

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.) for the period from **01.04.2016** to **31.03.2021** in respect of the **P.As (Schedule 'B' Stenographer), Grade-II** 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 **P.A. (Schedule 'B' Stenographer), Grade-I**.

You are therefore, requested to send the following information along-with the required A.P.R.s to this Department **by one month from the issuance of this Memorandum:**

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.**
6. **This issues with the approval of Commissioner, Finance Department.**

Encl:  
Option Form

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

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 – 700 026.
2. The Chairman, West Bengal Staff Selection Commission, Mayukh Bhavan, Salt Lake, Sector-III, Kolkata – 700 091.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700 012.
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata – 700 073.
5. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> and 6<sup>th</sup> Floor, Plot – 4, DF Block, Sector – I, Bidhannagar, Kolkata – 700 064.
6. The Accountant General (A & E), West Bengal, Treasury Buildings, 2, Govt. Place West Kolkata – 700 001.
7. The.....Department  
.....
8. The.....Directorate  
.....
9. The District Magistrate .....
10. The Sub-Divisional Officer,.....
11. The Treasury Officer,.....
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](http://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 of .....as 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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