

GOVERNMENT OF WEST BENGAL

Finance (Audit) Department
NABANNA, 10th Floor,
Mandirtala, Howrah- 711 102

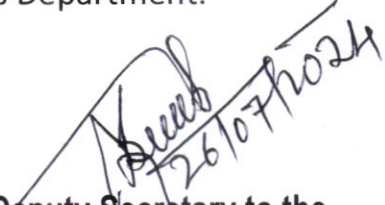
No: 3360 F(H)

Date: 26.07.2024

NOTICE

In order to smooth functioning of Leave matter, all Stenographers (English / Bengali), except Schedule-'B' is hereby requested to submit their all types of Leave Applications (including HTC / LTC) and Joining through HRMS Module to the Additional Secretary (Shri Sujoy Acharyya). They are also requested to take print out of the said leave application as well as joining and submit the same to the Deputy Secretary (Shri Achintya Bachhar) duly forwarded by the concerned Officer to whom He / She is posted .

This has an approval of Additional Secretary of this Department.


Deputy Secretary to the
Government of West Bengal