

Government of West Bengal
Finance Department
Audit Branch
'NABANNA', Mandirtala, Howrah-711102.
Email ID : finreceipt-wb@bangla.gov.in

NO. 3704 (200)-F(H)

Dated, Howrah, the 22nd August, 2024.

From : Shri A. Bachhar
Deputy Secretary to the
Government of West Bengal

To : The _____

Sir/Madam,

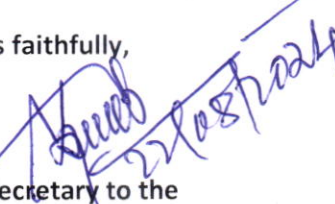
I am directed to inform you that owing implementation of promotion policy in the cadre of Schedule 'B' English Stenographers, Annual Confidential Reports (A.C.R.)/Self Appraisal Reports (S.A.R) as the case may be, for the period from **01.04.2019** to **31.03.2024** in respect of the **Personal Assistant [Schedule-B English Stenographer] Grade-I (Level-15)** of your Directorate/Commissionerate/Office who have completed at least **01(one) year of service in the existing post & overall 25 (twenty five) years of service on the last date of furnishing requisition as notified vide this Memo**, are required in this Department for consideration of functional promotion to the post of **Senior Personal Assistant [Schedule-B English Stenographer] (Level-16)**.

You are therefore, requested to send the following information along-with the required A.C.R.s/ S.A.R.s to this Department **by one calendar 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 01.01.2024;
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 Government Service & in the existing post ensuring completion of overall **25(twenty five) years & at least 01(one) year of service in the existing post**.

Encl: Option Form

Yours faithfully,


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 of the Stenographer:

Designation:

Mobile No. of the Stenographer:

Designation of the officer to whom
He/She is attached with full office address:
(Mention the head of office also if deputed):

Office contact no:

Residential address of the Stenographer:

Previous Office where posted earlier:

Date of joining in the present post:

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

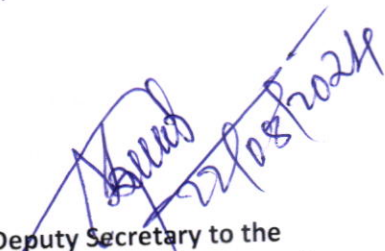
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NO. 3704 /1(300)-F(H)

Dated, Howrah, the 22nd August, 2024.

Copy forwarded for information and necessary action to:-

01. The Chairman, West Bengal Public Service Commission, West Bengal, 161-A, S.P.Mukherjee Road, Kolkata-700 026.
02. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 3 rd Floor, Old Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata – 700 087.
03. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, 2nd & 3rd Floor, Old Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata - 87.
04. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, "Subhanna Bhawan", 9, 2nd Avenue, DF Block, Sector-I, Bidhannagar, Kolkata-700 064.
05. The Accountant General(A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kol-700 001.
06. The _____ Department.
07. The _____ Directorate.
08. The District Magistrate/Judge _____
09. The Sub-Divisional Officer, _____
10. The Treasury Officer, _____
11. The Commissioner, _____
12. The Superintendent of Police, _____
13. Smt. Twinkle Ghosh, Data Entry Operator ,, Finance Department, , 'Nabanna', Howrah.
- For uploading the Memo in the Website of wbsteno.gov.in
14. Office copy.


Deputy Secretary to the
Government of West Bengal

C: / Somnath Dutta /
2024 / Misc. / 3704 -F(H) dt. 22.08.2024

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