

URGENT
GOVERNMENT OF WEST BENGAL

Finance (Audit) Department

NABANNA

Mandirtala, Howrah-711102

No.4181- F(H)

Dated, the 29th June, 2018

NOTIFICATION

Consequent upon introduction of Sanctioned Strength Sub-Module of HRMS vide this Department's Memo No. 1276-F(Y) dated 5th March, 2018 and subsequent Letter of Chief Secretary vide No. 41-CS/2018 dated 24th April, 2018 read with Additional Chief Secretary's Letter No. FS-60/2018 dated 8th June, 2018 as regards prerequisite of sanctioned strength entry in HRMS for payroll sub-Module, all Departments/Directorates/Other offices, in connection with creation of 'Post Code', are hereby directed to submit their **individual office wise** Sanctioned Strength, Existing Strength and Name of Existing Employee(s) under the category of **Schedule B English Stenographers** with their Employee Ids as per following format either by post or by email (support.finstn-wb@gov.in) positively within seven working days from the date of issuance of this Notification:

| | | | |
|---|----------------------------|--------------------------|---------------------------------|
| Admin Department of Head of the office Name: | | | |
| Head of the office(HOO Name): | | | HOO Code: |
| Office Address: | | | District: |
| | | | Phone No: |
| Name of Post | Sanctioned Strength | Existing Strength | As per Order No and Date |
| Personal Assistant (Schedule B)- Basic Grade | | | |
| Personal Assistant (Schedule B)- Grade-II | | | |
| Personal Assistant (Schedule B)- Grade-I | | | |
| Senior Personal Assistant (Schedule B) | | | |
| Total | | | |

This order is not applicable for those Schedule B English Stenographers, who are posted at District Judge Court and enjoying the benefits of "Shetty Commission".

By order of the Governor.

Sd/-
(S.K Ram)
Special Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to:-

- 1) The Pay and Accounts Officer, Kolkata Pay and Accounts office –I, 81/2/2, Phears Lane, Kolkata-12.
- 2) The Pay and Accounts Officer, Kolkata Pay and Accounts office –II, Jawahar Building, P-I, Hyde Lane, Kolkata-73.
- 3) The Pay and Accounts Officer, Kolkata Pay and Accounts office –III, I.B Market, 1st Floor, Sector-III, Bidhannagar, Kolkata-91.
- 4) The _____ Department.
- 5) The _____ Directorate.
- 6) The District Magistrate _____
- 7) The Sub Divisional officer _____.
- 8) The Treasury officer _____.
- 9) The Commissioner _____.
- 10) The Superintendent of Police _____.
- 11) The Internal Audit Officer, HRMS Cell, 8th Floor, Nabanna, Howrah.
- 12) PS to Additional Chief Secretary, Finance Department, Nabanna, Howrah .
- 13) PA to Special Secretary, Finance Department, Nabanna, Howrah .
- 14) Shri Uttam Kumar Dutta, Registrar, Finance Department, Nabanna, Howrah .
- 15) Shri Sumit Mitra, Network Administrator, Finance Department, Nabanna, Howrah .
..... for uploading this notification in the website of wbfm.nic.in.
- 16) Copy for Dealing Assistant.
- 17) Shri Saumitra Biswas, Sr. Software Developer, Finance Department, Nabanna, Howrah .
.....for uploading this notification in the website of wbsteno.gov.in.
- 18) Office Copy.



**Deputy Secretary to the
Government of West Bengal**