

GOVERNMENT OF WEST BENGAL
Finance (Audit) Department
'NABANNA'
Mandirtala,
325, Sarat Chandra Chatterjee Road, Howrah-711102.

No.4308-F(H)/FA/O/1S-6/161/16(N.B)

Dated, Howrah, the 05th July, 2018

NOTIFICATION

Consequent upon introduction of sanctioned strength sub-module of HRMS vide this Department's Memo No.1276-F(Y), Dated 05.03.2018 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 08th June, 2018 as regards prerequisite of sanctioned strength entry in HRMS for payroll sub-Module, all Departments/ Directorates/ Commission/ 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 'A' English stenographers with their Employees Ids as per following format either by post or by E-mail (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 Posts	Sanctioned Strength	Existing Strength	As per Order No. and Date
Personal Assistant			
Senior Personal Assistant			
Personal Secretary			
Senior Personal Secretary, Grade-II			
Senior Personal Secretary, Grade-I			
Principal Personal Secretary			
Senior Principal Personal Secretary			
Total			

This may please be treated as extremely urgent.

By order of the Governor
Sd/- S.K.Ram
Special Secretary to the
Government of West Bengal

No.4308/1(10)-F(H)

Dated, Howrah, the 05th July, 2018

Copy forwarded for information and necessary action to:-

1. The Divisional Commissioner, Jalpaiguri
2. The Principal Secretary, North Bengal Development Department
3. The Secretary, Parliamentary Affairs Department
4. The Director General & Inspector General of Police, West Bengal
5. The Secretary, PSC, West Bengal.
6. The P.A. to the Special Secretary, Group-H (P.A.Pool).
7. Shri Sumit Mitra, Network Administrator, Finance Department for uploading the Notification in the Website.
8. Shri Soumitra Biswas, Senior Software Developer of this Department.
9. The Dealing Assistant.
10. Office copy.


Deputy Secretary to the
Government of West Bengal