

Government Of West Bengal
Finance Department
Audit Branch
“Nabanna”
325, S.Chatterjee Road, Mandirtala, Howrah – 711 102.
Email ID : finreceipt-wb@bangla.gov.in

No. 4161-F[H].

Dated, Howrah the 26th November, 2025.

From: Shri Achintya Bachhar
Joint 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 **01.04.2020 to 31.03.2025** in respect of the **Personal Secretary [Schedule -B English Stenographer] (Level-17)** of your Directorate / Commissionerate / Office **who have completed at least 01 (One) year of service in the existing post 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 **Senior Personal Secretary [Schedule-B English Stenographer] Grade-II (Level-19)**.

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 01.01.2025;
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 **at least 01 (one) year of service in the existing post**.

Yours faithfully,

Enclo : Option Form

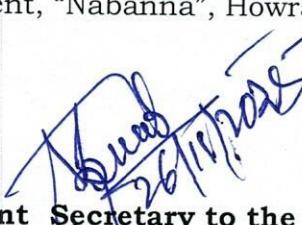
Sd/- A. Bachhar
Joint Secretary to the
Government of West Bengal.

No. 4161(300)-F[H].

Dated, Howrah the 26th November, 2025.

Copy forwarded for information and necessary action to :-

1. The Chairman, West Bengal Public Service Commission, West Bengal, 161A, S. P. Mukherjee Road, Kolkata – 700 026.
2. The Pay and Accounts Officer, Kolkata Pay & Accounts Office-I, Old Khadya Bhawan, 3rd Floor, (East Side), 11A, Mirza Ghalib Street, Kolkata – 700 087.
3. The Pay and Accounts Officer, Kolkata Pay & Accounts Office-II, Old Khadya Bhawan, 2nd and 3rd Floor, (East Side), 11A, Mirza Ghalib Street, Kolkata – 700 087.
4. The Pay and Accounts Officer, Kolkata Pay & Accounts Office-III, “Subhanna Bhawan”, DF-Block, Sector – I, Bidhannagar, Kolkata – 700 064.
5. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place (West), Kolkata – 700 001.
6. The
.....Department / Dte.
7. The District Magistrate
.....
8. The Sub-Divisional Officer,
.....
9. The Treasury Officer,
.....
10. The Commissioner,
.....
11. The Superintendent of Police,
.....
12. Smt. Twinkle Ghosh, Data Entry Operator, Finance Department, “Nabanna”, Howrah.
For uploading the Memo in the Website of wbstewno.gov.in
13. Office copy.


**Joint 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) 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,

.....

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

.....