

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 ,
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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.**


Contd.. 2.

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,
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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,

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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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