

**GOVERNMENT OF WEST BENGAL**

Finance Department

Audit Branch

“Nabanna”

325, S. Chatterjee Road, Mandirtala, Howrah-711102

Email ID: finreceipt-wb@bangla.gov.in

No: 4164-F(H)

Dated: 26.11.2025

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 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 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 01.01.2025;
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 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

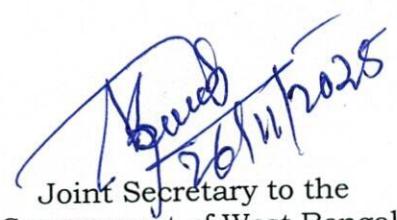
Yours faithfully  
Sd/- A. Bachhar  
Joint Secretary to the  
Government of West Bengal

No: 4164/(300)-F(H)

Dated: 26.11.2025

Copy forwarded for information and necessary action to:-

1. The Chairman, West Bengal Public Service Commission, West Bengal, 161-A, S.P.Mukherjee Road, Kolkata-26.
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 3<sup>rd</sup> Floor, Old Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata - 87.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, 2<sup>nd</sup> & 3<sup>rd</sup> Floor, Old Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata - 87.
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, "Subhanna Bhawan", 9, 2<sup>nd</sup> Avenue, DF Block, Sector-I, Bidhannagar, Kolkata-700 064.
5. The Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kol-1.
6. The.....Department/Directorate
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 wbsteno.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 of .....as 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

.....