

URGENT
GOVERNMENT OF WEST BENGAL

Finance (Audit) Department
N&BANNA
Mandirtala, Howrah-711102

No. 4179-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 the respective D.D.Os of Schedule A English Stenographers, Schedule B English Stenographers & Bengali Stenographers are hereby requested to update the entries in HRMS module as specified here-in-below within 3 (three) working days from the date of issuance of this Notification:

| Schedule A English Stenographers | |
|----------------------------------|---|
| Cadre | : West Bengal Stenographers (Schedule A) Services |
| Parent Department | : FD-Finance |
| Service Type | : State Government |
| Group | :A or B |
| Post | : Personal Assistant : Senior Personal Assistant : Personal Secretary : Senior Personal Secretary, Grade-II : Senior Personal Secretary, Grade-I : Principal Personal Secretary : Senior Principal Personal Secretary |
| Schedule B English Stenographers | |
| Cadre | : West Bengal Stenographers (Schedule B) Services |
| Parent Department | : FD-Finance |
| Service Type | : State Government |
| Group | :A or B |
| Post | : Personal Assistant (Schedule B)- Basic Grade : Personal Assistant (Schedule B)- Grade-II : Personal Assistant (Schedule B)- Grade-I : Senior Personal Assistant (Schedule B) |
| Bengali Stenographers | |
| Cadre | : Bengali Stenographers |
| Parent Department | : FD-Finance |
| Service Type | : State Government |
| Group | :A or B |
| Post | : Personal Assistant (Bengali) Basic Grade : Personal Assistant (Bengali) Grade-II : Personal Assistant (Bengali) Grade-I |

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

No. 4179 /1(500)-F (H)

Dated, the 29th June, 2018**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