

Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan, 3rd Floor; Western Block,
Salt Lake; Kolkata-700 091

No. 1989-IW

Date :10/08/18

CIRCULAR

The undersigned is directed to forward herewith two Notifications bearing nos. 4179-F(H) and 4181-F(H) respectively both dated 29/06/18 issued by the Finance (Audit) Department regarding sanctioned strength entry in HRMS in respect of all the English Stenographers (Scheduled A and B) and Bengali Stenographers as posted in various offices under the control of this Department. All the respective HOOs / DDOs are requested to follow the instructions laid down there and act accordingly.

This may be treated as top priority.



Joint Secretary to the
Government of West Bengal

Encl: As above.

No.1989/1(22)-IE

Date :10/08/2018

Copy forwarded for information and necessary action to :

1. The Additional Chief Secretary, Irrigation & Waterways Department.
2. The Financial Advisor & Secretary, Irrigation & Waterways Department.
3. The Secretary, Irrigation & Waterways Department.
4. P.S. to Hon'ble Minister-in-Charge, Irrigation & Waterways Department
5. The Joint Secretary (Works), Irrigation & Waterways Department.
6. The Joint Secretary (Revenue), Irrigation & Waterways Department.
7. The OSD & ex-Officio Deputy Secretary, Irrigation & Waterways Deptt.
- 8-15. The Chief Engineer, _____ Irrigation & Waterways Directorate.
He is requested to circulate the Notifications overleaf to the Superintending Engineer & Executive Engineer under his administrative control.
16. The S.E., _____, Irrigation & Waterways Directorate.
17. The E.E., _____, Irrigation & Waterways Directorate.
18. The OSD & ex-Officio Deputy Secretary, Irrigation & Waterways Department.
19. The Registrar & D.D.O., Irrigation & Waterways Department.
20. Section Officer, Establishment Cell, Irrigation & Waterways Department.
21. Executive Engineer, DVC Study Cell, Irrigation & Waterways Directorate with a request to upload this Circular in Department's Portal.
22. Guard File of establishment.



Joint Secretary to the
Government of West Bengal

SO (Ed) 27/18

URGENT
GOVERNMENT OF WEST BENGAL

Finance (Audit) Department

NABANNA

Mandirtala, Howrah-711102

No.4181- 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 Departments/Directorates/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 B English Stenographers** with their Employee Ids as per following format either by post or by email (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 Post	Sanctioned Strength	Existing Strength	As per Order No and Date
Personal Assistant (Schedule B)- Basic Grade			
Personal Assistant (Schedule B)- Grade-II			
Personal Assistant (Schedule B)- Grade-I			
Senior Personal Assistant (Schedule B)			
Total			

This order is not applicable for those Schedule B English Stenographers, who are posted at District Judge Court and enjoying the benefits of "Shetty Commission".

By order of the Governor.

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


Receipt No : 312237/2018/SECTION(IW)

-2-

No. 4181/1(500)-F (H)

Dated, the 29th June, 2018Copy 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 wbin.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

URGENT

GOVERNMENT OF WEST BENGAL

Finance (Audit) Department

NABANNA

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

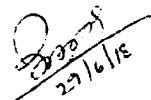
File No.IW-11011(99)/40/2018-SECTION(IW)-Dept. of IW
o : 312237/2018/SECTION(IW)

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

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- 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 .
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 Deputy Secretary to the
 Government of West Bengal