

Office of the Chief Engineer (South), Chief Engineer (Design & Research) and Director of Personnel & Ex-Officio Chief Engineer, Irrigation & Waterways Directorate, Government of West Bengal, Jalasampad Bhawan (4<sup>th</sup> Floor), Bidhannagar, Kolkata - 700 091.

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মুখ্য বাস্তুকারের করণ (দক্ষিণ), মুখ্য বাস্তুকার ( নকশা ও গবেষণা ) এবং কর্মচারীবৃন্দের অধিকর্তা ও পদাধিকার বলে মুখ্যবাস্তুকার, সেচ ও জলপথ অধিকার, পশ্চিমবঙ্গ সরকার, জলসম্পদ ভবন (পঞ্চম তল), বিধাননগর,

কলকাতা - ৭০০ ০৯১।

ফোন নং : (০৩৩) ২৩২১-৫৭৫০

(০৩৩) ২৩৩৭-৮৪৭৭

ফ্যাক্স নং : (০৩৩) ২৩২১ ৫৭৫০

ইমেইল : [directorofpersonnel@ymail.com](mailto:directorofpersonnel@ymail.com)

Memo. No. 3960(120)CIE/7P-08/2017

Dated, 30 SEP 2020

To

1) The Chief Engineer,

\_\_\_\_\_

2) The Superintending Engineer, Director,

\_\_\_\_\_

3) The Executive Engineer,

\_\_\_\_\_

Sub : Regarding promotion of Schedule 'B' Stenographers.

Ref : Finance (Audit) Department's No.2668-F(H) dated 16.09.2020.

With reference to the Finance (Audit) Department's No.2668-F(H) dated 16.09.2020 (copy enclosed), you are requested to send the required information, along with the Annual Performance Report (A.P.R.), for the period of 01.04.2017 to 31.03.2020, of the P.A.'s (Schedule "B" Stenographers), Basic Grade, under his jurisdiction, to this office immediately.

Encl : As stated.

২৭.৭.২০২০  
Director of Personnel & Ex-Officio Chief Engineer,  
Irrigation & Waterways Directorate.

Andri  
28/09/2020



H.A. - 1, Cell V Pl.  
21/09/2020  
GOVERNMENT OF WEST BENGAL  
FINANCE (AUDIT) DEPARTMENT  
NABANNA, MANDIRTALA, HOWRAH-711 102

117

No. 2668-F(H)

Dated, Howrah the 16<sup>th</sup> September, 2020.

From : Shri S. Biswas,  
OSD & E.O. Deputy 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 Performance Reports (A.P.R.) for the period from 01.04.2017 to 31.03.2020 in respect of the P.As (Schedule B Stenographer), Basic Grade of your Directorate/Commissionerate/Office who have completed atleast 01(one) year of service in the existing post, are required in this Department for consideration of functional promotion to the post of P.A. (schedule B Stenographer), Grade-II.

You are therefore, requested to send the following information along-with the required A.P.R.s to this Department by one month from the date of issuance of this Memo:

- 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 01.01.2020;
- 3) Whether the Stenographer is willing to accept the functional promotion (The enclosed Option Form duly filled in by the Stenographer concerned and duly countersigned by the Head of Office 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 atleast 01(one) year of service in the existing post.

Encl: Option Form.

Yours faithfully,

Sd/- S. Biswas.

OSD & E.O. Deputy Secretary to the  
Government of West Bengal.



Dated, Howrah the 16<sup>th</sup> September, 2020.

No.2668/1(300)-(H)

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 Chairman, West Bengal Staff Selection Commission, Mayukh Bhavan, Salt Lake, Sector –III, Kolkata – 91.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office –I, 81/2/2, Phears Lane, Kolkata – 12.
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office –II, Johar Building, P-1, Hyde Lane, Kolkata – 73.
5. The Pay & Accounts Officer, Kolkata Pay & Accounts Office –III, I.B. Market, 1<sup>st</sup> Floor, Sector –III, Bidhannagar, Kolkata – 91.
6. The Accountant general(A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata – 1.
7. The .....Department.
8. The .....Directorate.
9. The District Magistrate,  
.....
10. The Sub-Divisional Officer,  
.....
11. The Treasury Officer,  
.....
12. The Commissioner,  
.....
13. The Superintendent of Police,  
.....
14. Shri Saumitra Biswas, Sr. Software Developer, Finance Department, 'Nabanna', Howrah.  
For uploading the Memo in the Website of Wbsteno.gov.in.
15. Office Copy

OSD & E.O. Deputy Secretary to the  
Government of West Bengal.

To  
The OSD & E.O Deputy Secretary  
Finance (Audit) Department  
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 :

Designation :

Department :

Designation of the officer to whom  
He/She is attached :

Mobile No. :

Office Extn. No. :

Previous Offices where posted earlier :

Countersigned by Head of Office with seal where  
the employee is posted

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