

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.

Phone No. : (033) 2321 5750 / (033) 2337 8477

Fax : (033) 2321 5750

E-mail : [directorofpersonnel@ymail.com](mailto:directorofpersonnel@ymail.com)



মুখ্য বাস্তুকারের কার্যালয় (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. : 3675(110)-CIE/7P-04/2017

Dated, 01 AUG 2023

To  
The Superintending Engineer / Director of Designs / Executive Engineer,

Irrigation & Waterways Directorate,

Sub : Request for Annual Confidential Reports (A.C.R.)/Self Appraisal Reports (S.A.R.)  
of Senior Personal Assistant [Schedule-B English Stenographer] and Personal  
Assistant [Schedule-B English Stenographer]

In enclosing herewith, a copy of No.3921-F(H) dated 19.06.2023, 3922-F(H) dated 19.06.2023,  
3923-F(H) dated 19.06.2023 and 3924-F(H) dated 19.06.2023 of Finance Department, Audit Branch,  
Government of West Bengal since received from the Joint Secretary to the Government of West  
Bengal, Irrigation & Waterways Department, he/she is requested to take necessary action from his/her  
end.

This may be treated as urgent.

Encl : As stated.

*[Signature]*  
31/07/23  
Director of Personnel & Ex-Officio Chief Engineer,  
Irrigation & Waterways Directorate

Memo. No. : 3675(110)/9-CIE/7P-04/2017

Dated,

Copy along with copy of its enclosures forwarded to the :

The Chief Engineer,

*sdl-*  
Director of Personnel & Ex-Officio Chief Engineer,  
Irrigation & Waterways Directorate

(( ( 2 ) ))

Memo No. 3675/2(1)-CIE-7P-04/2017

Date:

Copy submitted for kind information and necessary action to:

The Secretary to the Government of West Bengal,  
Irrigation and Waterways Department  
Jalasampad Bhawan, Bidhannagar,  
Kolkata – 700 091.

The Memo No. 589/E-43 dated 21/07/2023 which has been mentioned in your office No. 1926-IW-11011(20)/65/2019 dated 12/07/2023, has not been enclosed.

However, all the enclosures ( other than 589/E-43 dated 21/07/2023 ) as received with your office no. as stated above bearing No. 3921-F(H) dated 19/06/2023, 3922-F(H) dated 19/06/2023, 3923-F(H) dated 19/06/2023 and 3924-F(H) dated 19/06/2023 of Finance Department, Audit Branch, Government of West Bengal have been circulated for the interest of public service.

sdt  
Director of Personnel & Ex-Officio Chief Engineer  
I & W. Directorate, Government of West Bengal.



E.A-193  
6-7-23

Government Of West Bengal  
Finance Department  
Audit Branch  
"NABANNA"  
325, S. Chatterjee Road, Howrah - 711 102  
Email ID: finreceipt-wb@bangla.gov.in



DY  
7217

SO (E)  
T.H.H.  
P. Chatterjee  
Asst. Secy to D.P. (Copy only)

- 3 JUL 2023

Date : 19.06.2023.

No. : 3921-F(H)  
From: Shri Achintya Bachhar  
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 Confidential Reports (A.C.R.)/Self Appraisal Reports (S.A.R.) as the case may be, for the period from 01.04.2018 to 31.03.2023 in respect of the **Senior Personal Assistant [Schedule-B English Stenographer]** of your Directorate/Commissionerate/Office who have completed at least 03(three) years 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 **Personal Secretary [Schedule-B English Stenographer]**.

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 month from the issuance of this Memorandum :

- Whether there is my any **Departmental Proceedings/Vigilance case** either pending or under contemplation against the Stenographer ;
- Whether the Stenographer submits his/her **Declaration of Assets** regularly and Whether he/she submitted the Declaration of Assets as on 01.01.2023;
- 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);
- Attested photo-copy of **page no. 3 of the Service Book** of the Stenographer concerned;
- Copy of **Joining Order** in the existing post ensuring completion of **at least 03(three) years of service in the existing post.**

Encl.: Option Form

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

Date : 19.06.2023

No. 3921(250)-F(H)

Copy forwarded for information and necessary action to :-

- The Chairman, West Bengal Public Service Commission, West Bengal, 161-A, S.P.Mukherjee Road, Kolkata - 26.
- The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata -12.
- The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata -73.
- The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No.9, DF Block, Sector-1, Salt Lake City, Kolkata - 700 064.
- The Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata -1.
- The Irrigation and waterways Deptt - Bidhanagar Salt lake 1a01-700
- The \_\_\_\_\_
- The District Magistrate, \_\_\_\_\_
- The Sub-Divisional Officer, \_\_\_\_\_
- The Treasury Officer, \_\_\_\_\_
- The Commissioner, \_\_\_\_\_
- The Superintendent of Police, \_\_\_\_\_
- Shri Saumitra Biswas, Sr. Software Developer, Finance Department, Nabanna, Howrah-02.  
- For uploading the Memo in the Website of wbsteno.gov.in
- Office Copy.

Agreed  
19/06/2023  
Deputy Secretary to the  
Government of West Bengal



Government Of West Bengal  
Finance Department  
Audit Branch  
"NABANNA"  
325, S Chatterjee Road, Howrah - 711 102  
Email ID: finreceipt-wb@bangla.gov.in

Date : 19.06.2023.

No. : 3922-F[H]

From: Shri Achintya Bachhar  
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 Confidential Reports (A.C.R.)/Self Appraisal Reports (S.A.R.) as the case may be, for the period from 01.04.2018 to 31.03.2023 in respect of the **Personal Assistant [Schedule-B English Stenographer] Grade-I** 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]**.

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 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 01.01.2023;
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  
Deputy Secretary to the  
Government of West Bengal.

Date : 19.06.2023

No. 3922(250)-F(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 Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata -12.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata -73.
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No.9, DF Block, Sector-1, Salt Lake City, Kolkata - 700 064.
5. The Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata -1.
6. The \_\_\_\_\_
7. The \_\_\_\_\_
8. The District Magistrate, \_\_\_\_\_
9. The Sub-Divisional Officer, \_\_\_\_\_
10. The Treasury Officer, \_\_\_\_\_
11. \*The Commissioner, \_\_\_\_\_
12. The Superintendent of Police, \_\_\_\_\_
13. Shri Saumitra Biswas, Sr. Software Developer, Finance Department, Nabanna, Howrah-02.  
- For uploading the Memo in the Website of [wbsteno.gov.in](http://wbsteno.gov.in)
14. Office Copy.

Deputy Secretary to the  
Government of West Bengal



Government Of West Bengal  
Finance Department  
Audit Branch  
"Nabanna"  
325, S.Chatterjee Road, Mandirata, Howrah - 711 102.  
Email ID : finreceipt-wb@bangla.gov.in

Dated, Howrah the 19<sup>th</sup> June, 2023

No. 3923-F[H]

From: Shri Achintya Bachhar,  
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 Confidential Reports (A.C.R.)/Self Appraisal Reports (S.A.R) as the case may be, for the period from 01.04.2018 to 31.03.2023 in respect of the Personal Assistant [Schedule-B English Stenographer] Grade-II 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 Personal Assistant [Schedule-B English Stenographer] Grade - I.

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 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 01.01.2023;
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,  
Sd/- A. Bachhar  
Deputy Secretary to the  
Government of West Bengal

Encl: Option Form

No. 3923/1(250)-F[H]

Dated, Howrah the 19<sup>th</sup> June, 2023

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 - 700 026.
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kolkata - 700 012.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - II, Johar Building, P-1, Hyde Lane, Kolkata - 700 073.
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, "Subhanna", SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No.2, DF Block, Sector - I, Salt Lake City, Kolkata - 700 064.
5. The Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata - 700 001.
6. The.....
7. The.....
8. The District Magistrate, .....
9. The Sub-Divisional Officer, .....
10. The Treasury Officer, .....
11. The Commissioner, .....
12. The Superintendent of Police, .....
13. Shri Saumitra Biswas, Senior Software Developer, Finance Department, "Nabanna", Howrah.  
.....For uploading the Memo in the Website of wbsteno.gov.in
14. Office Copy.

Deputy Secretary to the  
Government of West Bengal



Government Of West Bengal  
Finance Department  
Audit Branch  
"Nabanna"

325, S. Chatterjee Road, Mandirata, Howrah - 711 102.  
Email ID : finreceipt-wb@bangla.gov.in

Dated, Howrah the 19<sup>th</sup> June, 2023

No. 3924-F[H]

From: Shri Achintya Bachhar,  
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 01.04.2020 to 31.03.2023 in respect of the Personal Assistant [Schedule - B English Stenographer] Basic Grade 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 Personal Assistant [Schedule-B English 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 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 01.01.2023;
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,  
Sd/- A. Bachhar  
Deputy Secretary to the  
Government of West Bengal

Dated, Howrah the 19<sup>th</sup> June, 2023

Encl: Option Form

No. 3924/1(250)-F[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 - 700 026.
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kolkata - 700 012.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - II, Johar Building, P-1, Hyde Lane, Kolkata - 700 073.
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, "Subhanna", SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No.2, DF Block, Sector - I, Salt Lake City, Kolkata - 700 064.
5. The Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata - 700 001.
6. The.....
7. The.....
8. The District Magistrate, .....
9. The Sub-Divisional Officer, .....
10. The Treasury Officer, .....
11. The Commissioner, .....
12. \*The Superintendent of Police, .....
13. Shri Saumitra Biswas, Senior Software Developer, Finance Department, "Nabanna", Howrah. For uploading the Memo in the Website of [wbsteno.gov.in](http://wbsteno.gov.in)
14. Office Copy.

Deputy Secretary to the  
Government of West Bengal.

To  
The Deputy Secretary  
Finance (Audit) Department, Group H  
Nabanna, Howrah-711102

I am aware that on acceptance of functional promotion to the next higher scale of pay, I may be  
inferred anywhere in West Bengal.

Therefore, I am willing / unwilling (put ✓) to accept my forthcoming functional promotion to  
a post of ..... as admissible according  
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:

Office contact no:

Residential address of the Stenographer:

Previous Office where posted earlier:

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