



**Government of West Bengal**  
Office of the Chief Engineer (South), Chief Engineer (D&R), &  
Director of Personnel & Ex-Officio Chief Engineer,  
Irrigation & Waterways Directorate, Jalasampad Bhavan,  
Bidhannagar, Kolkata - 700 091.

Date: 02/07/18

Memo. No.

4023 (1307)  
-CIE-9A-02/18

To  
The Chief Engineer,

.....  
The Superintending Engineer,

.....  
The Director,

.....  
The Executive Engineer,

.....  
The Revenue Officer,

.....  
Sub : **Statement showing vacancies for filling up the post of Schedule "B"  
(English) Stenographer (Basic Grade) under Irrigation & Waterways  
Directorate, Govt. of West Bengal.**

With reference to the above mentioned subject, a copy of No. 3155(150)-F(H)/FA/O/1S-6/441/17 (N.B.) dated 17-05-2018 of Finance (Audit) Department, Govt. of West Bengal, along with a copy of its Annexure, is being sent with the request to furnish the present vacancies in the post of Schedule "B" (English) Stenographer (Basic Grade), at an early date, for filling up the posts thereof, as per the enclosed Annexure.

Encl : As stated and

No. 4131-F(14) dt. 29.6.18  
noted below enclosure no. 1

2/07/2018  
(R. K. SAHA)

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

By No. 685-CVE dt. 11.05.18

Enclosure No-1

GOVERNMENT OF WEST BENGAL  
FINANCE (AUDIT) DEPARTMENT  
NABANNA, MANDIRTALA, HOWRAH-711 102

No. 3155(150)-F(H)/FA/O/1S-6/441/17(N.B.).

Dated, Howrah, the 17<sup>th</sup> May, 2018.

From : S. K. Ram, W.B.C.S. (Exe.),  
Special Secretary to the Government of West Bengal.

To : 1) The Additional Chief Secretary / Principal Secretary / Secretary,

2) The Director,

3) The Director General / Additional Director General / Inspector General of Police,

4) The District Magistrate,

5) The Commissioner / Superintendent of Police,

6) The

Sub : Statement showing vacancies in the post of Schedule 'B' (English)  
Stenographer (Basic Grade) in the different Government Offices.

Sir / Madam,

With reference to the subject noted above, I am directed to inform you that the Finance Department is going to fill up the vacancies in the post of Schedule 'B' (English) Stenographer (Basic Grade) in the different Government offices. You are kindly requested to furnish the present vacancies in the post of Schedule 'B' Stenographer (Basic Grade) under your office to this Department as per enclosed Annexure at an early date.

Yours faithfully,

Special Secretary to the  
Government of West Bengal.

Enclo. : Annexure.

Data of No. 4181 - F(H) dated, the 29<sup>th</sup> June, 2018 of Finance (Audit) Department, Government of West Bengal are also enclosed for submission at an early date

Superintending Engineer  
Attached to D.P. & E.O.C.E.  
I&W Directorate, Govt. of W.B.  
Jalasampad Bhawan, Kol-91

putap  
28.06.18

**ANNEXURE**

Name of the Department/Directorate: \_\_\_\_\_

Name of the Office: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Statement showing vacancies in the post of Schedule 'B' English Stenographer  
(Basic Grade) in the different Government Offices:**

In the Position in Basic Grade	Vacancies in Basic Grade	Date of occurrence of vacancies in Basic Grade	Remarks(if Any)

Signature of Head Office  
With office seal

**URGENT**  
**GOVERNMENT OF WEST BENGAL**  
Finance (Audit) Department  
**NABANNA**  
Mandirtala, Howrah-711102

No.4181- F(H)

Dated, the 29<sup>th</sup> 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](mailto: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:	
<b>Name of Post</b>	<b>Sanctioned Strength</b>	<b>Existing Strength</b>	<b>As per Order No and Date</b>
Personal Assistant (Schedule B)- Basic Grade			
Personal Assistant (Schedule B)- Grade-II			
Personal Assistant (Schedule B)- Grade-I			
Senior Personal Assistant (Schedule B)			
<b>Total</b>			

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.

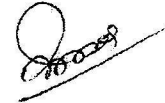
Sd/-  
(S.K Ram)  
Special Secretary to the  
Government of West Bengal

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

Dated, the 29<sup>th</sup> 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, 1<sup>st</sup> 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, 8<sup>th</sup> 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**