

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**  
**Nabanna, Howrah – 711102**

No. 1949 - F(H)

Dated, Howrah, the 12<sup>th</sup> June, 2020

**ORDER**

In pursuance of para-5 of this Department's Memo. No. 1912-F(H) dated 09.06.2020, all the Officers/staff of this Department are hereby requested to '*Work from Home*' through e-Office while not attending office.

(ii) All the Officers/staff of this Department are also requested to **make themselves available**, while not attending office, so that they may be contacted by the office as and when required.

(iii) Further, all the Officers/staff of this Department are hereby requested to furnish information about themselves **immediately** in the following format to this Department's e-mail ID estt.fin-wb@gov.in.

Name	Designation	Group/Branch/Cell	Present Residential Address	Mobile Phone No.	email ID
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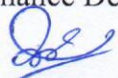
**Sd/- S.K. Ram**  
Commissioner  
Finance Department  
Government of West Bengal

No. 1949/1(125) - F(H)

Dated, Howrah, the 12<sup>th</sup> June, 2020

Copy forwarded for information & necessary work to –

1. The P.S. to Hon'ble MIC, Finance Department.
2. The Sr. P.S. to the Additional Chief Secretary, Finance Department.
3. The Sr. P.A. to the Commissioner of Finance Department.
4. Shri/Smt....., Secretary/Addl. Secretary/Commissioner/Spl. Secretary/Joint Secretary/Deputy Secretary/Assistant Secretary, Finance Department.
5. All Groups/Branches/Cells of Finance Department.
6. Shri K. Mukherjee, Head Assistant, Finance Department.
7. Shri Sumit Mitra, Network Administrator, Finance Department.
8. Shri Saumitra Biswas, Sr. Software Developer, Group-H, Finance Department.
9. Office Copy.

  
OSD & Ex-Officio Deputy Secretary  
to the Government of West Bengal