

Buff Sheet
Finance (Audit) Department
Group-C

No. 1-C/1/2021

Dt. 12.02.2021

In terms of existing order of the Govt. of W.B. all the employees posted at Group-C of this Deptt are hereby requested to attend office for performing official duties in the following manner.

1. All the officials in the rank of Head Asstt. & above shall attend office on all working days.
2. All other staff are arranged in two teams, Team-A and Team-B as per Table-1.
3. Staff mentioned in Team-A shall attend office on every Monday and Wednesday.
4. Staff mentioned in Team-B shall attend office on every Tuesday and Thursday.
5. Staff of Team-A and Team-B shall attend office on alternate Friday.
6. In case of emergency, any employee of any team may be instructed to attend office beyond his normal roster assignment.
7. In no case early departure will be allowed except very exceptional cases.

Table -1

TEAM - A		
SI No.	Name	Designation
1.	Rajendra Prasad Datta	U.D.A Assistant
2.	Goutam Das	U.D.A Assistant
3.	Sulagna Roy	L.D.A Assistant

TEAM - B		
SI No.	Name	Designation
1.	Indrami Ghosh (kumar)	U.D.A Assistant
2.	Goutam Mondal	U.D.A Assistant
3.	Pankaj Patra	U.D.A Assistant
4.	Nidhir Seal	Muharrir-II

This has the approval of Pr. Secretary, Finance Department

This order will take immediate effect and will remain in force until further order.

Sd/-
(A. Mukherjee)
Joint Secretaary
Finance Deptt.
Govt. of W.B

No. 1-C/1/2021 (11)

Dt. 12.02.2021

Copy forwarded for information to

1. Sri Samarendra Nath Bera, Registrar, Finance Deptt. Group-C
2. Sri Sambit Das, Section Officer, Finance Deptt. Group-C
3. Sri Mithu Mazumder, Head Assistant, Finance Deptt. Group-C
4. Smt. Sucheta Saha (Barman Roy), Head Assistant, Finance Deptt. Group-C
5. Sri Goutam Das, U.D.A Assistant. Finance Deptt. Group-C
6. Smt. Indrani Ghosh (Kumar), U.D.A , Finance Deptt. Group-C
7. Sri Goutam Mondal, U.D.A, Finance Deptt, Groip-C
8. Sri Rajemdra Prasad Datta, U.D.A, Finance Deptt. Group-C
9. Sri Pankaj Patra, U.D.A Finance Deptt. Group-C
10. Smt. Sulagna Roy, L.D.A, Finance Deptt. Group-C
11. Sri Nidhir Seal, Muharrir-II, Finance Deptt. Group-C

(A. Mukherjee)
Jt. Secy
Finance Deptt.
Govt of W.B.