

Government of West Bengal  
Finance Department  
Audit Branch  
"Nabanna", Mandirtala, Howrah-711102

No. 102(60)-F(H)

Dated, Howrah, the 7<sup>th</sup> January, 2020

From: Shri S. Biswas,  
O.S.D. & E.O. Deputy Secretary  
Government of West Bengal

To: .....  
.....  
.....

All Groups/Cells/Directorates of Finance Department

With reference to Memo No. 78-F(P2) dated 06.01.2020 of Finance Department, the undersigned is directed to request to submit attendance details in the enclosed format of their employees including the names and designations of the employees who will be absent on 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> January, 2020.

**Sd/- S. Biswas**

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

Enclo: As stated

No. 102(60)/1(2)-F(H)

Dated, Howrah, the 7<sup>th</sup> January, 2020

Copy forwarded for information and necessary action to:

- 1) Shri Sumit Mitra, Network Administrator, Finance Department for uploading in the website of Finance Department.
- 2) Office Copy.



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

# FORMAT FOR ATTENDANCE

## Details of attendance of the officers and staff

**Date:** 7<sup>th</sup> January 2020/8<sup>th</sup> January 2020/9<sup>th</sup> January 2020 (Tick the correct choice)

**Time:** 10.30 A.M and 11.30 A.M (Tick the correct choice)

**NAME OF THE GROUP/CELL/BRANCH** \_\_\_\_\_

| GROUP        | TOTAL NUMBER OF EMPLOYEES | NO. OF EMPLOYEES ATTENDED TILL _____ | (%) OF ATTENDANCE. |
|--------------|---------------------------|--------------------------------------|--------------------|
| "A"          |                           |                                      |                    |
| "B" & "C"    |                           |                                      |                    |
| "D"          |                           |                                      |                    |
| <b>Total</b> |                           |                                      |                    |

Please send the duly filled format with due authentication to Group H, Finance Department by:-

1) Fax No:-2214-1779/1168 OR 2) E-mail Id-estt.fin-wb@gov.in

**In-Charge of Group/Cell/Branch  
Of Finance Department**