

অতিরিক্ত মুখ্য সচিব  
অর্থ দপ্তর, পশ্চিমবঙ্গ সরকার  
**Additional Chief Secretary**  
Finance Department  
Government of West Bengal



নবান্ন  
হাওড়া-৭১১ ১০২  
NABANNA  
325, Sarat Chatterjee Road  
Howrah-711 102  
☎ : 2214 3695, Fax : 2214 1391  
e-mail : fs-wb@nic.in

No. 1077(55)-FB

Dated, Howrah, the 13<sup>th</sup> November, 2019

To: The Addl. Chief Secretary / Principal Secretary / Secretary,

----- Department,  
Government of West Bengal

**Sub: Proposals for Budget Speech for the year 2020-2021**

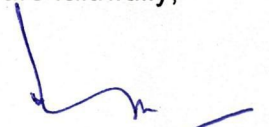
Sir / Madam,

I am to request you to furnish to this Department, a **brief note** for preparation of Budget Speech for the budget 2020-21 mentioning:-

1. Special Achievements of the department during financial year 2019-20. Achievements against budget provision of 2019-20 may also be described in brief (Max 500 words).
2. Draft plan for 2020-21 along with budgetary allocation required for the same (Max 300 words)

It is suggested that the cut off for the expenditure / performance should be 31<sup>st</sup> December, 2019 for all figures / facts and references. The outline / structure may be kept ready and immediately after the cut off date, the note may be finalised by 4<sup>th</sup> January, 2020 and send to Shri Sudip Kumar Sinha, IAS, Additional Secretary by email ([sudipkumar.sinha@yahoo.in](mailto:sudipkumar.sinha@yahoo.in)) latest by 6th January, 2020.

Yours faithfully,

  
(H.K. Dwivedi)