



Government of West Bengal
Finance (Budget) Department
"NABANNA"

325, Sarat Chatterjee Road, Howrah-711102

No.1086 (58)-FB

Dated, Howrah, the 13th November, 2025

From: Shri Prabhat Kumar Mishra, I.A.S.
Additional Chief Secretary to the
Government of West Bengal

To: The Additional Chief Secretary/Principal Secretary/ Secretary,
.....
..... Department

Sub: Extension of date of Entry of Departmental Budget "Administrative Expenditure".

Sir/Madam,

I would like to state that in continuation of FD's letter No.980(58)-FB dated 16th October, 2025, date for submission of "Administrative Expenditure" data online through 'Online System for Entry of Departmental Budget' module under i-Budget 2.0 Portal shall be extended upto **16th November, 2025**.

Apart from that some of the Departments who have not submitted the Budget Data from the Admin users/HoD login to Finance Department through 'Online System for Entry of Departmental Budget' module under i-Budget 2.0 Portal, as detailed in Section-D of Page No.7 of Budget preparation SOP 2026-2027/ user manuals, are also requested to submit the same within the stipulated date.

No proposal/request for further extension of date will be entertained.

This may be treated as **URGENT**.

Yours faithfully,

(P.K. Mishra)

Additional Chief Secretary
to the Government of West Bengal