

GOVERNMENT OF WEST BENGAL  
FINANCE (BUDGET) DEPARTMENT  
"NABANNA"  
325, SARAT CHATTERJEE ROAD, HOWRAH-711102

No. 1236—FB

Date: 8.12.2025

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

To: Additional Chief Secretary/Principal Secretary/Secretary,

---

Sub: Clarification on Roles of Nodal Officer and Financial Advisor for SDG Report Preparation

Reference: Letter No.1175-F.B. dated-27.11.2025

Sir/Madam,

In continuation of this Department's Letter No. 1175-F.B. dated 27.11.2025, wherein all Departments were requested to complete the preparatory activities for publication of the *Sustainable Development Goals (SDG) Report* along with the State Budget 2026-27, and detailed guidelines were issued for smooth execution of the process through the designated IT application, it has been observed that certain ambiguities still persist at the Department level regarding the specific roles of the **Nodal Officer** and the **Financial Advisor**. In this regard it is hereby clarified that: -

2. Any officer in the rank of **Senior Special Secretary / Special Secretary / Additional Secretary / Joint Secretary** of the Department—**preferably the officer entrusted with Budget matters**—shall act as the **Nodal Officer** for the purpose of the online application developed for SDG-Budget alignment.
3. The **User / Operator** shall submit the mapping of SDGs with the corresponding Heads of Account to the **Nodal Officer** in the first instance. The Nodal Officer shall thereafter place the same before the **Financial Advisor** (or any other Officer not below the rank of Joint Secretary, in cases where the post of FA is vacant), following the procedures outlined in the guidelines annexed to Letter No. 1175-F.B. dated 27.11.2025.
4. The **Financial Advisor** shall function as the **Liaison Officer**, responsible for ensuring timely completion of all activities related to the SDG Report within the prescribed timeframe.

All Departments are once again requested to ensure that the preparatory activities are completed meticulously, strictly adhering to the **detailed user manual**.

The last date for completion of the exercise is hereby extended till 18.12.2025

Yours faithfully,



(P.K. Mishra)  
Additional Chief Secretary  
to the Government of West Bengal