

**Government of West Bengal**  
**Finance Department,**  
**Audit Branch**

No. : 1721(40)-F(H)/FA/O/2E-1/84/24(NB)

Dated:05.04.2024.

From : Shri N.K. Ghosh  
The Deputy Secretary to the  
Government of West Bengal.

To : All Groups/Branches/Cells

**Sub** : Intimation for providing database of the employees who  
have applied for Government Accommodation under  
Housing Department.

In reference to the subject mentioned above, the undersigned is directed to state that Housing Department under Government of West Bengal is going to create Communication Legacy Database for the employees who have already applied for Government Accommodation under Housing Department so that the said Department can communicate with them in hassle free manner in future.

In this backdrop, the undersigned is also directed to request all the employees who have already applied for Government Accommodation under Housing Department to submit information/data in the format as prescribed in the attached letter bearing No. 547(54)-H6/3M-3/2023, dated 19.03.2024 of Housing Department, Allotment Branch, either in physical mode or preferably through mail ID: [wbhousing.website@gmail.com](mailto:wbhousing.website@gmail.com), within 01 (One) month from the date of issue of this latter positively.

Encl: As Stated

  
Deputy Secretary to the  
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Housing Department: Allotment Branch

N.S. Building, 1, K.S. Roy Road

Kolkata-700001.

No. 547-H6/3M-3/2023

Dated- 19-03-2024

From: The Special Secretary &  
The Competent Authority under the West Bengal  
Govt. Premises (Regulation of Occupancy) Act, 1984.

To: The, D.D.O.s,

Finance Department of Govt. of West Bengal ( ), Nabanna,  
325, Sarat Chatterjee Road, Howrah - 71102.

Reminder

Sub: Request for providing the database of the employees under West Bengal Govt. who have applied for Govt. Accommodation under the Housing Department.

Ref: Memo No.185(54)-H6/3M-3/2023 Dated-24/01/2024

In reference to above the undersigned is directed to request him/her to inform all the concerned employees of his/her Department/Group/Cell/ Branch to submit their communication details in prescribed proforma (mentioned below), towards creation of communication legacy database for the employees who have already applied for Govt. Accommodation under housing Department, Govt. of West Bengal so that Housing Department can communicate them in hassle free manner in future.

The above said details can be submitted in prescribed format mentioned below either physical mode or preferably through dedicated mail id [wbhousing.website@gmail.com](mailto:wbhousing.website@gmail.com), within one (1) month from the date of issue of this order, to this end, positively.

It is also requested that in case of employees, who will apply for housing under this Department may also be requested to provide their mobile no. & email address along with application.

Employee Name with office address	Computer Sl. No. (available in the website of <a href="http://www.wbhousing.gov.in">www.wbhousing.gov.in</a> )	HRMS ID	Email Id.	Contact No.	Remarks
					If any applicant transferred from the office in last one year details there of

Special Secretary,  
to the Govt. of West Bengal