

**GOVERNMENT OF WEST BENGAL
FINANCE (AUDIT) DEPARTMENT
NABANNA, MANDIRTALA, HOWRAH-711 102
Email ID : finreceipt-wb@bangla.gov.in**

No. 183(60)-F(H)

Dated, Howrah, the 10th January, 2024.

**From : Shri N.Akhter, WBCS (Exe.)
Senior Deputy Secretary to the
Government of West Bengal**

**To : The Deputy Secretary / Assistant Secretary, All Group / Cell / Branches of this
Department**

**Sub : Request for providing statutory data of all the employees in prescribed proforma
towards creation of leave legacy database.**

The undersigned is directed to request him to provide information regarding all the employees of his Group /Cell / Branch, in prescribed proforma (Copy enclosed), towards creation of leave legacy database.

He is further requested to provide necessary information in prescribed format enclosed herewith either physical mode or preferably through dedicated mail id finreceipt-wb@bangla.gov.in, within seven working days from the date of issue of this order, to this end, positively.

This issues with the approval of Additional Chief Secretary of this Department.

Encl: As stated.



**Senior Deputy Secretary to the
Government of West Bengal.**

C / Somnath Dutta /
2023 / Misc / 183

