

Government of West Bengal  
Finance (Audit) Department  
Nabanna, Mandirtala  
Howrah- 711 102

No. 3104-F(H)

Dated, Howrah, the 13<sup>th</sup> June, 2014

MEMORANDUM

The *web-enabled* application software “Workflow based File Tracking System”(WFTS) has been developed for implementation within the State Government Departments to track the movement of files ( intra & inter office-wise ) for speedy decision making at all levels in different departments and its subordinate offices, Agencies, Corporations, Boards, etc. As this is a web-enabled online application, it facilitates to track files at anytime from anywhere. There are some key features such as online receiving of incoming files, electronic movement of files through workflow process and online despatch of files etc. among some other equally important features.

The State Government has attached highest priority in the implementation of WFTS for better management of tracking files and bringing all round efficiency through speedy decision making.

It has been seen that many departments and the directorates under their control have already adopted WFTS. But some Departments and Directorates are yet to implement WFTS. A list of such departments/sub-ordinates offices is enclosed for ready reference. Also, the departments which have adopted WFTS are not using the system while sending it to the Finance Department. Files are being sent manually to the Finance Department, which frustrates the basic objective of introducing the WFTS

It has been decided that all departments and directorates/bodies under their control should adopt WFTS at the earliest. It has also been decided that, **from 1<sup>st</sup> July, 2014, files sent to the Finance Department using WFTS will only be received by the Finance Department.** Except in extreme exigency, no file will be received by the Finance Department from 1<sup>st</sup> July, 2014 which has not been sent to the Finance Department using WFTS.

Enclo:as stated above *on overleaf*

Sd/-  
[H K Dwivedi]  
Principal Secretary to the  
Government of West Bengal

**Departments and Sub-ordinate offices which have not introduced the WFTS as on date**

Serial No.	DEPATRMENTS/SUB-ORDINATE OFFICES
01.	4 <sup>th</sup> State Finance commission, W.B.
02.	Civil Defence
03.	Council of Ministers
04.	Education (Higher)
05.	Home (Commonwealth Relations)
06.	Home (Correctional Administration)
07.	Home (Passport)

No. 3104 /1(100) –F(H)

Dated, Howrah, the 13<sup>th</sup> June, 2014

Copy forwarded for information and necessary action to:

1. The Chief Secretary to the Government of West Bengal.
2. The Addl Chief Secretary/Principal Secretary/Secretary.....  
Department, Government of West Bengal.
3. All Special Secretary/ Joint Secretary/ Deputy Secretary/ Assistant Secretary of Finance  
Department
4. All Branch /Group/Cell of Finance Department.
5. P. S to MIC, Finance Department.
6. Sr P S to Principal Secretary.
7. The Commissioner, Commercial Taxes, W Bengal/Commissioner Professional Taxes, W Bengal/  
IGR & CSR /Excise Commissioner/Commissioner, Agricultural Income Taxes/Director of  
Electricity Duty/Director, Small Savings/Director, Treasuries & Accounts/pension, PF &GIS/  
State Lotteries/Medical Cell of this Department.
8. The DPC- with request to upload this to the Website of Finance Department.
9. Guard File.

  
13/6/2014

Joint Secretary to the  
Government of West Bengal