

Government of West Bengal  
Finance Department, Small Savings Directorate,  
Jessop Building, 63, N.S. Road, Kolkata-700001  
Telephone/Fax : 033-2262 5895, email : [directorsmallsavingswb@gmail.com](mailto:directorsmallsavingswb@gmail.com)

No. 507 – SSD/1E-17/2015

Dated : 12.03.2018

To  
The Pay & Accounts Officer,  
Kolkata Pay & Accounts Office,  
81/2/2, Phears Lane, Kolkata-12.

With reference to Rule 61 of West Bengal Financial Rules, Volume-1, we, the undersigned, are to report that we have this day, the 12<sup>th</sup> day of March, 2018 in the forenoon, respectively made over and taken over charge of the office of the Director, Small Savings, Finance Department, Government of West Bengal in the district of Kolkata.

Occasion arises as Smt. Mousumi Chattaraj Chaudhuri, I.A.S. is entrusted with the works of Directorate of Small Savings and Joining as Director, Small Savings & ex-officio Joint Secretary, Finance Department, Government of West Bengal, under Office Order No. 504-PAR(IAS)/7P-02/2018 dated 09.03.2018 issued by IAS Cell, Personal & Administrative Reforms & e-Governance Department Nabanna, Howrah.

Signature of Relieved Officer :

(Name in Block Letters)  
Service Designation :

Sd/- Dr. SUDIP KUMAR SINHA, I.A.S.  
Additional Secretary, Finance Department.

Signature of the Relieving Officer :

(Name in Block Letters)  
Service Designation :

Sd/- Smt. Mousumi Chattaraj Chaudhuri, I.A.S.)  
Director, Small Savings &  
ex-officio Joint Secretary, Finance Department

No. 507 /1(32)-SSD/1E-17/2015

Dated: 12.03.2018

Copy forwarded for information & necessary action to :-

1. The Principal Accountant General(A&E), West Bengal, Treasury Building, Kolkata-1.
2. The Accountant General (Audit) West Bengal, Treasury Building, Kolkata-700001.
3. The Asstt. Secretary & DDO (Accounts Branch), Finance Department, Nabanna, Howrah.
4. Sr. P.S. to M.I.C. of Finance Department
5. P.A. to Additional Chief Secretary, Finance Department.
6. The Dy. Secretary, IAS Cell, Nabanna, Howrah.
7. Dr. Sudip Kumar Sinha, IAS, Additional Secretary, Finance Deptt.
8. Smt. Mousumi Chattaraj Chaudhuri, I.A.S.  
Director, Small Savings & ex-officio Joint Secretary, Finance Department.
9. The Special Secretary, Group-H, Finance Department, Nabanna, Howrah.
10. Finance Department, Group-H, Nabanna, Howrah.
11. I.T. Cell, Finance Deptt., Nabanna, Howrah, to upload on website of Finance Department.
12. The Deputy Controller of Accounts AIS Pension & Service Records & EO Dy. Secretary, P&AR Department, SR & A/c's Cell, Writers' Buildings, Kolkata.
- 13-31. Dy. Director, Small Savings, \_\_\_\_\_
32. Office Conv