

**Government of West Bengal**

Finance Department  
Audit Branch  
Nabanna, Howrah-711102

**No. 5122-F(Y)**

**Dated, the 17<sup>th</sup> August, 2017**

From: **Pawan Kadyan , IAS,**  
Joint Secretary to the  
Govt. of West Bengal,  
Finance Department

To: The Additional Chief Secretary/Principal Secretary/Secretary,  
.....Department, Government of West Bengal

**Sub: Training Workshop for Financial Advisors and Deputy Financial  
Advisors regarding Legal Provisions of GST Act/Provisions relating  
to STDS/Procedure of Enrollment & Payment of Tax.**

Sir/Madam,

I am directed to say that HRD Cell of Commercial Tax Directorate will conduct a training workshop on the matter as cited above which is scheduled to be held on 23<sup>rd</sup> August 2017 from 12 noon to 3 pm at the Conference Hall, 4th Bldg, 1st Floor, 14 Belegkata Road, Kol-15 (Sales Tax Building).

In view of above, **I am directed to request you to kindly make it convenient to depute your Departmental Financial Advisor and Deputy Financial Advisor to attend the said workshop positively at the above mentioned venue as per schedule.**

Yours faithfully

Sd/-

Pawan Kadyan  
Joint Secretary to the  
Govt. of West Bengal

**No. 5122/3(37)**

**Dated, the 17<sup>th</sup> August, 2017**

Copy forwarded to

1. Commissioner of Commercial Tax, West Bengal.
2. The Financial Advisor/Deputy Financial Advisor, attached to the Department of .....  
with a request to attend the said training workshop positively at the above mentioned venue as per schedule.
3. Sri Sumit Mitra, Network Administrator, Finance Department with request to upload the Memo. in the Finance Deptt. Website.



Deputy Secretary to the  
Govt. of West Bengal