

Government of West Bengal
Finance (Audit) Department
Nabanna, Howrah – 711 102.

No. 540-F(P)

Date: 30.01.2017

MEMORANDUM

It has since been decided that quoting of U.O. No. issued by Finance Department is mandatory in the HRMS module with effect from 01.01.2017. Whereas, at present re-employment order of the officers are issued by P & AR Department after due observance of guidelines but the appointment orders issued by the Department do not contain U.O. No. of Finance Department.

2. After careful consideration of the matters the Governor has been pleased to take the following decision:-

- i) All the Departments are hereby requested to forward the re-employment cases after due observance of guidelines circulated vide Cabinet Secretariat No. 1-CC(R)/11 dated 03.08.2011 and P&AR Department's memo No. 180-PAR(Genl.) dated 30.01.2012 to Finance Department prior to issue of re-employment order.
- ii) The re-employment cases prior to 01.01.2017 should also be referred to Finance Department for post-facto concurrence.

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

Copy forwarded for information and necessary action to:-

1. The Additional Chief Secretary / Principal Secretary / Secretary, _____
2. The Commissioner, _____ Division.
3. The Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary,
Finance Department.
4. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to
upload this order in the Website of Finance Department.
5. The _____ Department/Directorate.
6. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Buildings,
8, Lyons Range, Kolkata – 700 001.
7. The Director, _____
8. The District Magistrate / District Judge/Superintendent of Police _____
9. The Sub-Divisional Officer, _____
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I, 81/2/2, Phears Lane,
Kolkata – 700 012.
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II, P-1, Hyde Lane,
Jawar Buildings, Kolkata – 700 073.
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III, I. B. Market, Sector – III,
Salt Lake, Kolkata – 700 091.
13. The Treasury Officer, _____
14. The Group _____ Branch,
Finance Department.

S. K. Ghosh

Joint Secretary to the
Government of West Bengal

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