

Government of West Bengal  
Finance Department  
Budget Branch

No. 1382(85) -FB

Dated, Kolkata, November 12, 2012

From: Apurba Ratan Chakraborty, IAS  
Special Secretary to the Government of West Bengal

To: ~~Smt./Shri~~ \_\_\_\_\_  
Additional Chief Secretary / Principal Secretary / Secretary / Commissioner/IGR  
to the Government of West Bengal

\_\_\_\_\_ Department / Directorate

Subject - Workflow based Online File Tracking System (WFTS)

Madam/Sir,

I am directed to refer to the communication of Finance Secretary, Govt. of West Bengal vide letter. no. FS/5439/2012 dated 06/11/2012 (copy enclosed) on the captioned subject and to state that a workshop will be held from 19<sup>th</sup> November 2012 to 21<sup>st</sup> November 2012 in the Conference Hall-II attached to the Chief Minister's Office as per schedule enclosed herewith to apprise the modalities & impart necessary training towards implementation of Workflow Based Online File Tracking System (WFTS) in your Department / Directorate w.e.f. 1<sup>st</sup> December 2012. Department wise administrator login tokens (user id & password) of WFTS will be communicated during the training session.

I am further directed to request you kindly to depute two officials (one of whom will act as the Administrator of WFTS of your Department / Directorate) to attend the said training program.

Encl.-As stated

Yours faithfully,


(A. R. Chakraborty)  
Special Secretary

No. 1382(85)/1(6) -FB

Dated, Kolkata, November 12, 2012

Copy forwarded for information and necessary action to:

1. The State Informatics Officer, NIC, West Bengal State Centre.
2. The Sr. Technical Director, NIC, Writers' Buildings.
3. The Under Secretary to the Government of West Bengal
4. The PS to the Hon'ble Finance Minister
5. The P.A. to the Chief Secretary to the Government of West Bengal
6. The P.A. To the Finance Secretary to the Government of West Bengal

  
(A. R. Chakraborty)  
Special Secretary

## Training Schedule of Workflow based Online Tracking System (WFTS)

Venue : **Conference Hall –II attached with the Chief Minister's Office, 1<sup>st</sup> Floor, Writers' Buildings.**

Participants : **Two (2) from each Department / Directorate**

Date	Time	Names of Department
19.11.2012 Monday	10:30 AM to 01:30 PM	<ol style="list-style-type: none"> <li>1. Commercial Tax Directorate</li> <li>2. Land Registration Directorate</li> <li>3. Small Savings Directorate</li> <li>4. Treasuries &amp; Accounts Directorate</li> <li>5. Agricultural Income Tax Directorate</li> <li>6. DPP&amp;G Directorate</li> <li>7. State Lotteries Directorate</li> <li>8. Electricity Duty Directorate</li> <li>9. Excise Directorate</li> <li>10. O/o the Chief Secretary</li> <li>11. Animal Resource &amp; Development</li> <li>12. Agriculture</li> <li>13. Agricultural Marketing</li> <li>14. Assembly</li> </ol>
19.11.2012 Monday	02:30 PM to 05:30 PM	<ol style="list-style-type: none"> <li>1. Bio-Technology</li> <li>2. Consumer Affairs</li> <li>3. Home (Civil Defence)</li> <li>4. Home (C &amp; E)</li> <li>5. Commerce &amp; Industries</li> <li>6. Chief Minister's Secretariat</li> <li>7. Co-Operation</li> <li>8. Home (Commonwealth Relations)</li> <li>9. Micro &amp; Small Scale Enterprises &amp; Textiles</li> <li>10. Home (Defence)</li> <li>11. Development &amp; Planning</li> <li>12. Education (Higher)</li> <li>13. Education (Mass)</li> <li>14. Environment</li> </ol>
20.11.2012 Tuesday	10:30 AM to 01:30 PM	<ol style="list-style-type: none"> <li>1. Education (School)</li> <li>2. Technical Education &amp; Training</li> <li>3. Excise Department</li> <li>4. Fire &amp; Emergency Services</li> <li>5. Fisheries</li> <li>6. Finance (Law)</li> <li>7. Food Processing &amp; Horticulture</li> <li>8. Forest</li> <li>9. Food &amp; Supplies</li> <li>10. Governor's Secretariat</li> <li>11. Hill Affairs</li> <li>12. Health &amp; Family Welfare</li> <li>13. Housing</li> </ol>

20.11.2012 Tuesday	02:30 PM to 05:30 PM	<ol style="list-style-type: none"> <li>1. Home (P&amp;AR)</li> <li>2. Information &amp; Cultural Affairs</li> <li>3. Finance(IF)</li> <li>4. Industrial Reconstruction</li> <li>5. Information Technology</li> <li>6. Irrigation &amp; Waterways</li> <li>7. Judicial</li> <li>8. Home (Jails)</li> <li>9. Legislative Assembly</li> <li>10. Labour</li> <li>11. Land &amp; Land Reforms</li> <li>12. Law</li> <li>13. Municipal Affairs</li> <li>14. Minorities Development &amp; Welfare</li> </ol>
21.11.2012 Wednesday	10:30 AM to 01:30 PM	<ol style="list-style-type: none"> <li>1. Water Resource Investigation &amp; Dev</li> <li>2. Personnel &amp; Administrative Reforms</li> <li>3. Parliamentary Affairs</li> <li>4. Paschimanchal Unnayan Affairs</li> <li>5. Public Health Engineering</li> <li>6. Home (Political)</li> <li>7. Panchayat &amp; Rural Development</li> <li>8. Power</li> <li>9. Public Works (Roads)</li> <li>10. Home (Press)</li> <li>11. Home (Passport)</li> <li>12. Public Undertakings</li> <li>13. Public Works Department</li> <li>14. Rural Development</li> </ol>
21.11.2012 Wednesday	02:30 PM to 05:30 PM	<ol style="list-style-type: none"> <li>1. Refugee Relief &amp; Rehabilitation</li> <li>2. Disaster Management</li> <li>3. Sunderban Affairs</li> <li>4. Backward Classes Welfare Dept</li> <li>5. Self Help Group &amp; Self Employment</li> <li>6. Home (Special)</li> <li>7. Sports &amp; Youth Services (Sports)</li> <li>8. Science &amp; Technology</li> <li>9. Social Welfare</li> <li>10. Tourism</li> <li>11. Urban Development (T&amp;CP)</li> <li>12. Transport</li> <li>13. Urban Development</li> <li>14. Sports &amp; Youth Services (Youth Services)</li> </ol>

