

Government of West Bengal
Finance Department
Audit Branch
“Nabanna”, Mandirtala, Howrah – 711 102.

No.187(60)-F(H)

Dated, Howrah, the 7th January, 2019

From : Shri S. Biswas,
Deputy Secretary to the
Government of West Bengal

To :
.....
.....

All Groups/Cells/Directorates of Finance Department

With reference to Memo No. 120 – F(P₂) dated 04.01.2019 of Finance Department, the undersigned is directed to request to submit attendance details in the enclosed format of their employees including the names and designations of the employees who will be absent on 8th and 9th January, 2019.

Sd/- S. Biswas
Deputy Secretary to the
Government of West Bengal


Encl: As stated

No.187(60)/1(2)-F(H)

Dated, Howrah, the 7th January, 2019

Copy forwarded for information and necessary action to:

- ✓ 1) Shri Sumit Mitra, Network Administrator, Finance Department for uploading in the website of Finance Department.
- 2) Office Copy.


Deputy Secretary to the
Government of West Bengal.

FORMAT FOR ATTENDANCE

Details of attendance of the officers and staff

Date: 8th January 2019/9th January 2019 (Tick the correct choice)

Time: 10.30 A.M and 11.30 A.M (Tick the correct choice)

NAME OF THE GROUP/CELL/BRANCH_____

GROUP	TOTAL NUMBER OF EMPLOYEES	NO. OF EMPLOYEES ATTENDED TILL_____	(%) OF ATTENDANCE.
"A"			
"B" & "C"			
"D"			
Total			

Please send the duly filled format with due authentication to Group H, Finance Department by:-

1) **Fax No:-**2214-1779/1168 OR 2) **E-mail Id-**estt.fin-wb@gov.in

**In-Charge of Group/Cell/Branch
Of Finance Department**