

**GOVERNMENT OF WEST BENGAL**  
FINANCE DEPARTMENT  
AUDIT BRANCH  
NABANNA, MANDIRTALA, HOWRAH-711 102  
Email ID : finreceipt-wb@bangla.gov.in

No.2528(40)-F(H)

Dated, Howrah, the 8<sup>th</sup> July, 2025

From: Shri N.K Ghosh,  
Deputy Secretary  
Government of West Bengal

To: .....

.....  
All Groups/Cells/Directorates of Finance Department

With reference to this Department Memo No. 2510-F(P2) dated 07.07.2025, the undersigned is directed to request all Groups/Cells/Directorates under Finance Department to submit attendance details of their employees including their names and designations who will be absent on 9<sup>th</sup> July, 2025 as per the format enclosed herewith.

This may kindly be treated as urgent.

Sd/-N.K Ghosh  
Deputy Secretary to the  
Government of West Bengal

Encl: As Stated

No.2528/1(2)-F(H)

Dated, Howrah, the 8<sup>th</sup> July, 2025

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 offices and staff

**Date:** 9<sup>th</sup> July 2025

**Time:** 10.30 A.M and 04.30 P.M (Tick the correct choice)

**NAME OF THE GROUP/CELL/BRANCH** \_\_\_\_\_

<b>GROUP</b>	<b>TOTAL NUMBER OF EMPLOYEES</b>	<b>NO. OF EMPLOYEES ATTENDED TILL</b>	<b>(%) OF ATTENDANCE</b>
A			
B and C			
D			
Contractual			
<b>Total</b>			

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

**Note:** Please send the duly filled format with due authentication to Group-H(Nabanna), Finance Department by:-E-mail [finreceipt-wb@bangla.gov.in](mailto:finreceipt-wb@bangla.gov.in)