



Government of West Bengal
Department of Personnel and Administrative Reforms & e- Governance
Training Cell
State Secretariat, Nabanna, 7th Floor,
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No. 44/HR/O/3T-46/2017

Dated, Howrah, 6th day of March, 2018.

MEMORANDUM

Sub: Constitution of Committee to update the West Bengal Secretariat Manual.

The issue of updating the West Bengal Secretariat Manual, prepared and published in 1967 and subsequently revised in 2005, has been under consideration of the Government for sometime past. After careful consideration, the Government has now been pleased to constitute a Committee with the following members to update the West Bengal Secretariat Manual:

1. Shri Nirmalya Ghoshal, IAS, Commissioner, Home and Hill Affairs Department;
2. Shri Dhaval Jain, IAS, Under Secretary and OSD to Chief Secretary – Member Convenor;
3. Shri Dipak Roy, WBSS, Deputy Secretary, Finance Department;
4. Shri Uttam Kumar Dutta, Registrar, Finance Department.

Besides, the following retired officers will aid and assist the Committee as Permanent Invitees:

- (i) Shri Swapan Bhattacharyya, former Special Secretary to the Government of West Bengal;
- (ii) Shri Chandi Charan Patra, former Section Officer and Faculty, Administrative Training Institute.

The officers in Sl. No.1 to 4 above will take up the endeavour to update the West Bengal Secretariat Manual in addition to their normal assignment(s).

The Committee, so constituted, will decide on the schedule of action on its own with an intimation to this Department.

Sd/-

Principal Secretary
to the Government of West Bengal.

Copy forwarded for information and record/ appropriate action to:

1. Shri Nirmalya Ghoshal, IAS, Commissioner, Home and Hill Affairs Department;
2. Shri Dhaval Jain, IAS, Under Secretary and OSD to Chief Secretary;
3. Shri Dipak Roy, WBSS, Deputy Secretary, Finance Department;
4. Shri Uttam Kumar Dutta, Registrar, Finance Department;
5. Shri Swapan Bhattacharyya, Retd. WBCS (Exe.) and former Special Secretary to the Government of West Bengal, Sree Pally near Sree Sangha Club, P. O.: Chandannagar, Hooghly – 712 136;
6. Shri Chandi Charan Patra, Retd. Section Officer and Faculty, Administrative Training Institute, Jagacha, Nandipara, P. O.: G. I. P. Colony, Howrah – 711 112;
7. The Senior Personal Secretary to the Chief Secretary to the Govt. of West Bengal for kind information of the Chief Secretary;
8. The Senior Personal Secretary to the Additional Chief Secretary, Finance Department, Government of West Bengal for favour of information of the Additional Chief Secretary with the request to kindly spare the officers concerned;
9. The Senior Personal Secretary to the Principal Secretary, Home and Hill Affairs Department, Government of West Bengal for favour of information of the Principal Secretary with the request to kindly spare Shri Ghoshal;
10. The Personal Secretary to the Principal Secretary, Department of PAR eG;
11. The I. T. Cell of this Department;
12. Guard File.



Special Secretary
to the Government of West Bengal.