

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

No. 7036(60)-F(P<sub>2</sub>)/FA/O/2E-1/162/17(N.B.)

Dated, Howrah, the 16<sup>th</sup> November, 2017

From: Shri Rabindranath Sahoo,  
Deputy Secretary to the  
Government of West Bengal

DS (Estt.)  
20/11/17

JS (Estt.)  
20.11.17

To : The Additional Chief Secretary / Principal Secretary / Secretary,  
P&A R, Nabanna  
..... Department

SD (E)

20/11/17

Subject: Departmental Examination on Computer Operation and Computer typing.

Sir,

In sending herewith a copy of Memo No. 211/MISC-31/8/2017, dated 10.10.2017 of the Administrative Training Institute, Government of West Bengal, I am directed to request you to kindly instruct the Directorates and other Sub-ordinate offices including Regional Offices under the administrative control of your Department for sending the list of eligible and willing candidates holding the posts of Lower Division Assistants / Clerks whether by direct recruitment or by promotion from Group – D and eligible Group – C posts, who have not yet passed the Departmental examination on Computer operation and Computer typing, directly to the ATI as per proforma enclosed therein for taking part in the departmental examination on elementary knowledge on computer operation and computer typing.

DA (Nabanna)  
23/11/17

Yours faithfully,

*Rabindranath Sahoo*

Deputy Secretary to the  
Government of West Bengal