

Government of West Bengal
Finance Department

No.6058 F(4)

Dated Kolkata, the 10th August 2015

CIRCULAR

Sub : Introduction of Online Administrative Calendar Compliance Reporting System

Government of West Bengal has introduced an Administrative Calendar System for all the Departments and offices. Different Departments and sub-ordinates Offices have to achieve their targets as per Administrative Calendar. To facilitate the monitoring of the Targets and Achievements of Different Departments and Sub-Ordinate Offices a web-based application software namely "**Online Administrative Calendar Compliance Reporting System**" is developed.

The online application is available in State Finance Department Portal <http://www.wbfin.nic.in>. It is expected to be an easily accessible reference point for all government activities in compliance of the Administrative Calendar published by the Government of West Bengal. The design of the software is made to be useful for supervision, monitoring, follow up and evaluation by the competent authorities.

The Directorates and other offices under Finance and Excise Department have to enter the targets, details and progress of various development activities including achievements as per Monthly Targets outlined in the Administrative Calendar.

A sensitization program on the application software is arranged on 14th August 2015 from 11:30 AM to 01:30 PM in the Conference Hall at 12th Floor, Nabanna. Departments may nominate two (2) Officers to attend the workshop. A Form for issuance of User Credentials (Login / Password) is enclosed which may kindly be filled up and submitted during the Workshop.



(Parwez Ahmad Siddiqui)
Secretary, Finance Department

EP. 10.8.15

NO. 6058/1/12) F(4)

Copy forwarded for kind information and necessary action to:-

1. The Principal Secretary, Finance Department
2. (a). Commissioner, Commercial Tax Directorate (b). Excise Commissioner (c). Inspector General of Registration (d). Director, Small Savings (e). Director, Treasuries & Accounts (f). Director, Agricultural Income Tax (g). Director, DPP&G (h). Director, State Lotteries (i). Director, Electricity Duty
3. PS to the Hon'ble Finance Minister for information
4. Sr. PS to the Chief Secretary for information



(Parwez Ahmad Siddiqui)
Secretary, Finance Department

"Online Administrative Calendar Compliance Reporting System"

FORM for ISSUANCE of USER CREDENTIALS (Login /Password)

*** User Credentials will be sent through system generated SMS*

1. Name of the Office(Commissionerate/Directorate)

2. Details of Office Head

a. Name of Commissioner/Director_____

b. Mobile No. _____

c. Email Id. _____

3. Details of Nodal Officer

a. Name of the Officer_____

b. Designation_____

c. Mobile No. _____

d. Email Id. _____

(Signature with Official Seal of Commissioner/Director)