

**GOVERNMENT OF WEST BENGAL**  
**Finance Department**  
**Organisation & Methods**  
**Writers' Buildings**  
**Calcutta - 700 001**

No. 1-O&M

Date : 21.01.2000

**ORDER**

***Sub: Admissibility of Dot Pen and Refill to different categories of Officers and Staffs of the Govt. of West Bengal.***

Officer down to the rank of Section Officer and the Staff down to the category- 'C' shall be entitled to have Jotter Dot Pen and refill.

2) The Officer belongs to Group-'A' Service may be allowed to get Jotter Dot Pen & refill within the expenditure of Rs. 50/- (Rupees fifty) only biennially.

3) The Staff down to the category-'C' may be allowed to have Dot Pen & refill within the expenditure limit of Rs. 25/- (Rupees twenty five) only annually.

In no circumstances deviation from this ceiling will be allowed.

*Sd/- S. Gupta*

Joint Secretary  
Finance Deptt.