

Government of West Bengal  
Finance Department  
Budget Branch

No. 1382(85) -FB

Dated, Kolkata, November 12, 2012

From: Apurba Ratan Chakraborty, IAS  
Special Secretary to the Government of West Bengal

To: ~~Sent./Shri~~ \_\_\_\_\_  
Additional Chief Secretary / Principal Secretary / Secretary / Commissioner/IGR  
to the Government of West Bengal

\_\_\_\_\_ Department / Directorate

Subject - **Workflow based Online File Tracking System (WFTS)**

Madam/Sir,

I am directed to refer to the communication of Finance Secretary, Govt. of West Bengal vide letter. no. FS/5439/2012 dated 06/11/2012 (copy enclosed) on the captioned subject and to state that a workshop will be held from 19<sup>th</sup> November 2012 to 21<sup>st</sup> November 2012 in the Conference Hall-II attached to the Chief Minister's Office as per schedule enclosed herewith to apprise the modalities & impart necessary training towards implementation of Workflow Based Online File Tracking System (WFTS) in your Department / Directorate w.e.f. 1<sup>st</sup> December 2012. Department wise administrator login tokens (user id & password) of WFTS will be communicated during the training session.

I am further directed to request you kindly to depute two officials (one of whom will act as the Administrator of WFTS of your Department / Directorate) to attend the said training program.

Yours faithfully,

Encl.-As stated


(A. R. Chakraborty)  
Special Secretary

No. 1382(85)/1(6) -FB

Dated, Kolkata, November 12, 2012

Copy forwarded for information and necessary action to:

1. The State Informatics Officer, NIC, West Bengal State Centre.
2. The Sr. Technical Director, NIC, Writers' Buildings.
3. The Under Secretary to the Government of West Bengal
4. The PS to the Hon'ble Finance Minister
5. The P.A. to the Chief Secretary to the Government of West Bengal
6. The P.A. To the Finance Secretary to the Government of West Bengal

  
(A. R. Chakraborty)  
Special Secretary