

GOVERNMENT OF WEST BENGAL

Finance (Audit) Department

Nabanna

Mandirtala, Howrah-711102

No.4757-F (H)

Dated, the 1st August, 2017

NOTIFICATION

Finance (Audit) Department has hosted a Web Based Portal of "Service Record Information System (SRIS)" with the help of NIC, WB for the employees belonging to the cadre of Schedule 'A' English Stenographers, Schedule 'B' English Stenographers and Bengali Stenographers under Finance Department, Govt. of West Bengal.

Implementation of application/Web Portal 'SRIS' would call for substantial reengineering of the workflow pattern, processes, methods etc. Once operational, 'SRIS' Web Portal would encapsulate each and every aspect of appointment, transfer, posting, promotion, maintaining gradation list etc in respect of the Stenographers working under this Department. It is therefore imperative that existence of comprehensive database in respect of Stenographers enveloping all essential information is necessary for proper functioning of Web Portal 'SRIS'.

2. Accordingly, all employees belonging to the cadre of Schedule 'A' English Stenographers, Schedule 'B' English Stenographers and Bengali Stenographers under Finance Department, Govt. of West Bengal are directed to provide correct and up-to-date information online against each and every item mentioned therein by accessing the Web Portal 'SRIS' application under the URL <http://wbsteno.gov.in> with effect from **01.08.2017**.

3. The Schedule 'B' English Stenographers are also directed to send their details as available with auto generated report taken from Web Portal 'SRIS' under the signature of D.D.O. and Officers to whom they are attached. The Service details of Schedule 'A' English Stenographers and Bengali Stenographers are required to be verified from the P.A. Cell, Finance Department, Writers' Buildings where their service Books are kept & maintained.

4. The Login ID of the cadre of Schedule 'A' English Stenographers, Schedule 'B' English Stenographers and Bengali Stenographers under Finance Department, Govt. of West Bengal is the General Provident Fund Account No. and Password is Employee Id (as mentioned in payslip). They are advised to change the password after first login.

5. Information details should be mandatorily provided by **31.08.2017** positively.

6. For any assistance, if required, in this regard Shri Soumya Biswas, Nodal officer & Deputy Secretary, Finance (Audit) Department, 'Nabanna', Howrah-711102 (Telephone No. 2253-5007, Email Id-support.finstn-wb@gov.in) may be contacted.

7. All the employees belonging to the cadre of Schedule 'A' English Stenographers, Schedule 'B' English Stenographers and Bengali Stenographers under Finance Department, Govt. of West Bengal are directed to ensure strict compliance of the contents of this notification.

8. This has the approval of Principal Secretary of this Department.

Encl:- User Manual

Sd/-
Special Secretary to the
Government of West Bengal

No.4757 /1(500)-F (H)

Dated, the 1st August, 2017

Copy forwarded for information and necessary action to:-

- 1) The P.S. to Hon'ble Minister In-Charge, Finance Department, 'Nabanna', Howrah-711102.
- 2) The Chief Secretary to the Government of West Bengal
- 3) The Secretary, Governor's Secretariat, Raj Bhavan, Kolkata-1.
- 4) The Additional Chief Secretary/Principal Secretary/Secretary.....
- 5) The P.A. to the Principal Secretary, Finance Department, 'Nabanna', Howrah-711102.
- 6) The P.A. to the Special Secretary, Group-H (P.A.Pool), Finance Department, 'Nabanna', Howrah-711102.
- 7) The Director/Commissioner.....
- 8) The District Magistrate/District Judge/Superintendent of Police,.....
- 9) The Sub-Divisional Officer, _____
- 10) The Treasury Officer, _____
- 11) The Deputy Secretary, Finance Department, Group-H, 'Nabanna', Howrah-711102.
- 12) The Assistant Secretary, Group-H (P.A.Pool), Writers' Buildings, Kolkata-1.
- 13) Smt. M. Banerjee, Sr. Technical Director, N.I.C., 'Nabanna', Howrah-711102.
- 14) The.....
- 15) Shri/Smt.....
- 16) Shri Uttam Kumar Dutta, Registrar, Finance Department, Group-H, 'Nabanna', Howrah-711102.
- 17) Shri Kripasindhu Mukherjee, Head Assistant, Finance Department, Group-H, 'Nabanna', Howrah-711102.
- 18) Shri Sumit Mitra, Network Administrator of this Department
..... for uploading to the Website of Finance Department
- 19) Shri Saumitra Biswas, Senior Software Developer, Finance Department, Group-H, 'Nabanna', Howrah-711102.
- 20) The Data Entry Operator, P.A Cell, Finance Department, Group-H, 'Nabanna', Howrah-711102.
- 21) The Dealing Assistant.
- 22) Office Copy.



Deputy Secretary
to the Govt. of West Bengal

GUIDELINE FOR EMPLOYEE LOGIN

STEP - 1

The screenshot shows the website www.wbfin.nic.in with a navigation menu on the left and a list of notices in the center. The notices include:

- Category : Audit | Posted On : 14/07/2017**
Memorandum on extension of last date for submission of bids and acceptance of bids
It is hereby reiterated that extension of last date of submission of bids cannot be treated as 2nd or subsequent call of a tender
- Category : Audit | Posted On : 13/07/2017**
Inclusion of West Dinajpur Spinning Mills Ltd. and Kalyani Spinning Mills Ltd. in Part-B of the Annexure to the terms of reference of the 6th Pay Co
In partial amendment of Resolution No. 8071-F(P), dated 27.11.2015, the Governor has been pleased to include the 2(two) organizations in Part-B of the Annexure to the terms of reference o
- Category : Audit | Posted On : 13/07/2017**
Amendment of Rule 47(g)(b) of WBFR, Vol.-I consequent upon introduction of GST Act, 2017
The following amendment West Bengal Financial Rules, Vol. I in partial modification of Notification No. 5400-F(Y), dt. 25.06.2012 and subsequent orders issued thereafter.
- Category : Audit | Posted On : 13/07/2017**
Memorandum on promotion from Group-D posts and other eligible Group-C posts
References are being received from different departments as regards allowing annual increment to the Lower Division Assistants / Lower Division Clerks being appointed on promotion from Group-D posts a
- Category : Audit | Posted On : 12/07/2017**
Acceptance of bills in anticipation of allotment of fund
Bills towards Medical Advance/Reimbursement under West Bengal Health for All Employees and Pensioners Cashless Medical Treatment Scheme, 2014 is also included in the list of bills that may be accepted
- Category : Audit | Posted On : 11/07/2017**
Memorandum of holiday on account of the birth day of Late Dr. Bidhan Chandra Roy
As the 1st day of July, 2017 (Saturday), no separate notification of holiday on account of the Birth Day of Late Dr. Bidhan Chandra Roy, Ex-Chief Minister of West Bengal is required to be issued
- Category : Audit | Posted On : 30/06/2017**
23 posts for the two newly created Divisions namely Malda Division and Midnapore Division
The posts so created shall carry usual scale of pay prescribed under the extant rules.
- Category : Audit | Posted On : 23/06/2017**
Allotment of fund till December, 2017 not be exceeding 75 percent of the whole year budget provision
The Administrative Departments or Controlling Authorities may now make allotment of fund relating to Non-plan and Plan expenditure up to 75 percent of Budget provision till December, 2017 for the Fin

The left sidebar contains icons for: e-Pension WEST BENGAL, Quarterly Report on Scheme Status, SRMS Service Record Monitoring System, Official Portal of Cadre Controlling Authority of WBA&AS, Stereo Service Record Information System for Stenographers, GRIPS Government Receipt Portal System, REVENUE COLLECTION INFORMATION SYSTEM, PENSION FILE STATUS (DPPG), and Rules Revision Committee. The right sidebar contains icons for: Development Fund, Online Credit Confirmation cum Release of Funds, WFTS Workflow based File Tracking System with Letter Tracking & Public Grievance Monitoring, Integrated Debt Management System, LOC (Letter of Credit) Monitoring System, BUSINESS INTELLIGENCE, Public Grievance, ONLINE E-SERVICES, and WBFIN Transactions.

Click Here for Home Page



Click Hear for Employee Login

SRIS
Stenographers of West Bengal

Finance Department,
GOVERNMENT OF WEST BENGAL

Service Recrod Information System for the
Stenographers of West Bengal

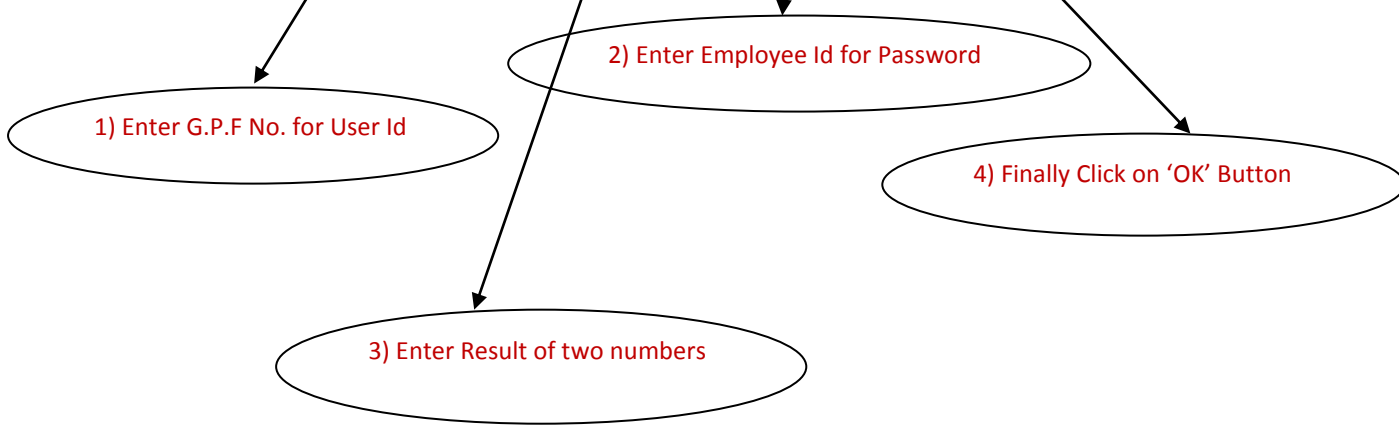
Home

Employee Login

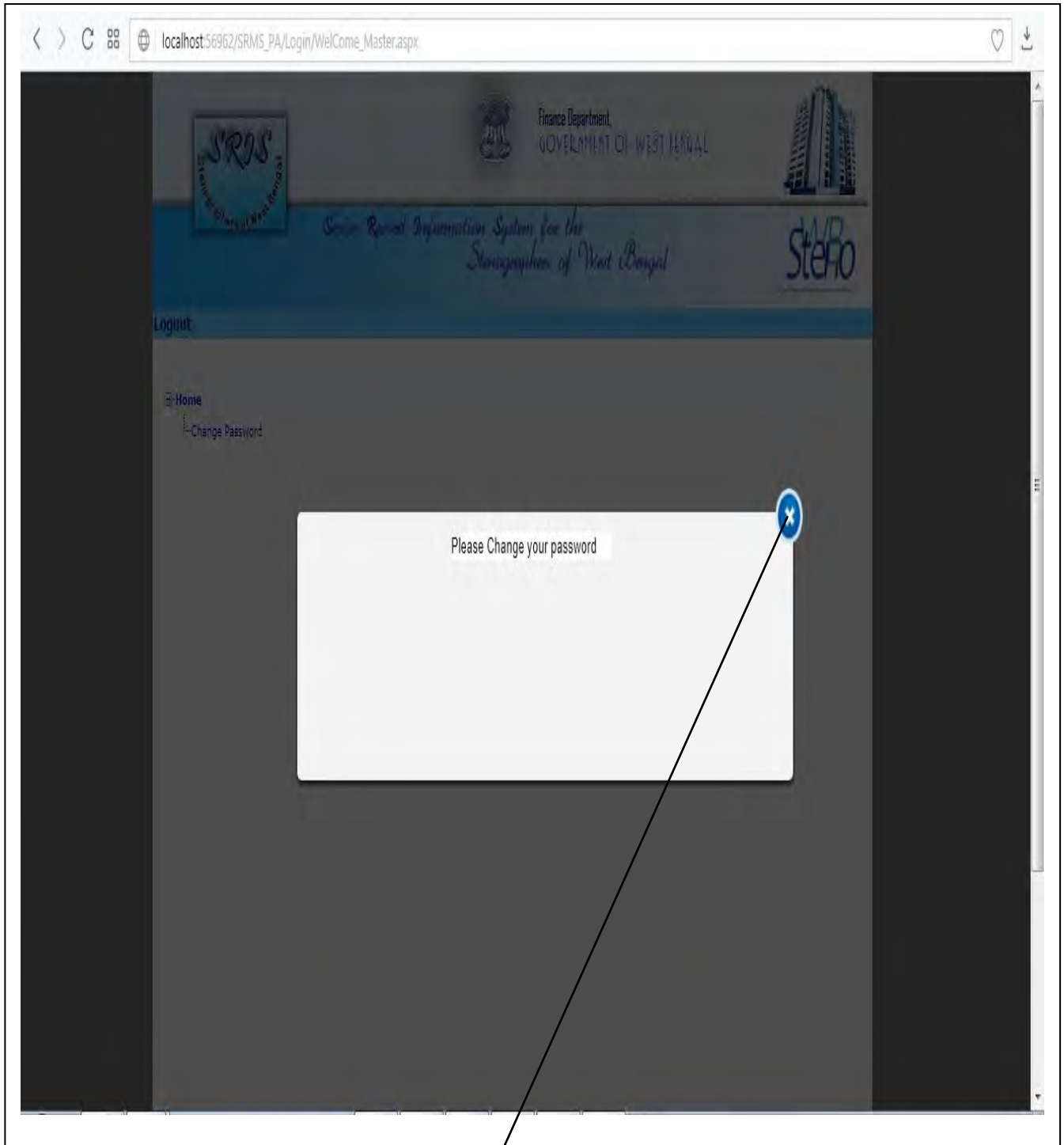
Enter User Id
Enter Password
20 + 12 =
Calculate
Validate
Enter Result
OK Clear

Instruction :

- 1) User Id will be G.P.F No and Password will be Employee Id (as mentioned pay slip) with suffix 'fin' (for example- if Employee Id is about '123456', Password will be '123456fin')
- 2) User Id, Password and Captcha are case sensitive
- 3) All fields are mandatory
- 4) After successful Login please change your password
- 5) If you forget your password or not Log into your account please send an email to support.finstrn-wb@gov.in with scan copy of pay slip and authorised letter

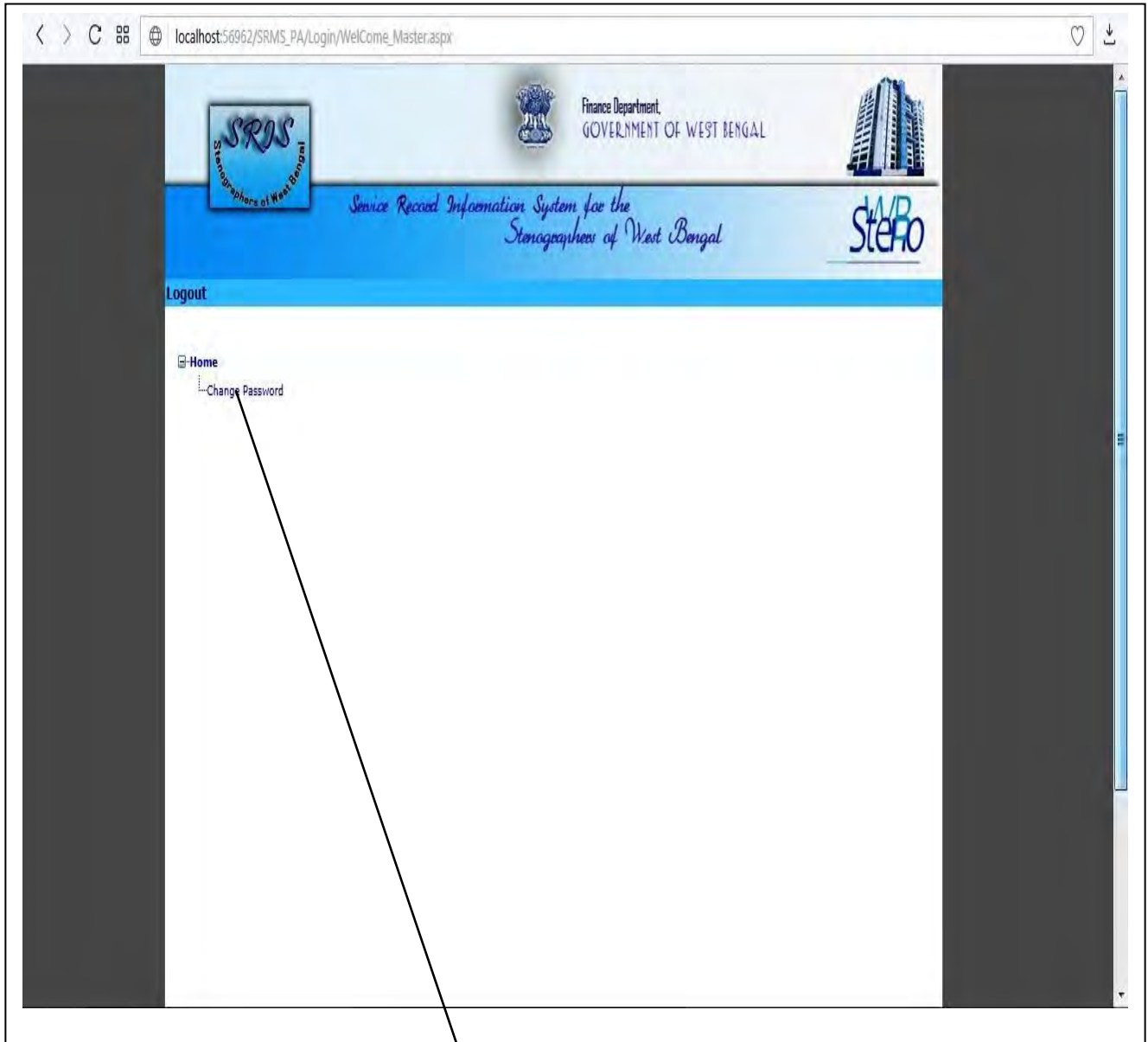


STEP-4



Click on the close Button

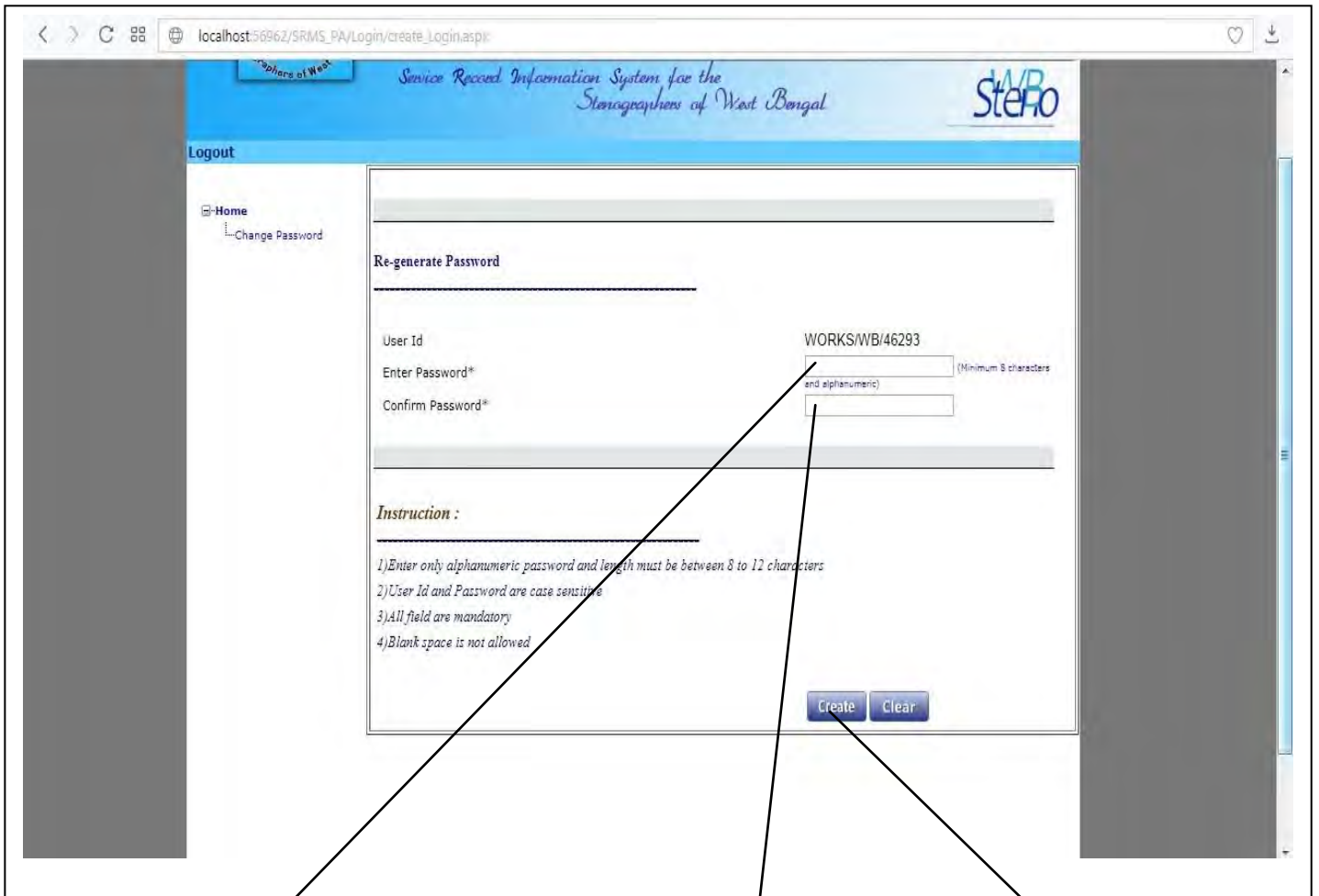
STEP-5



Click on the link Button for Password Change

NOTE: - They are advised to change the password after first login

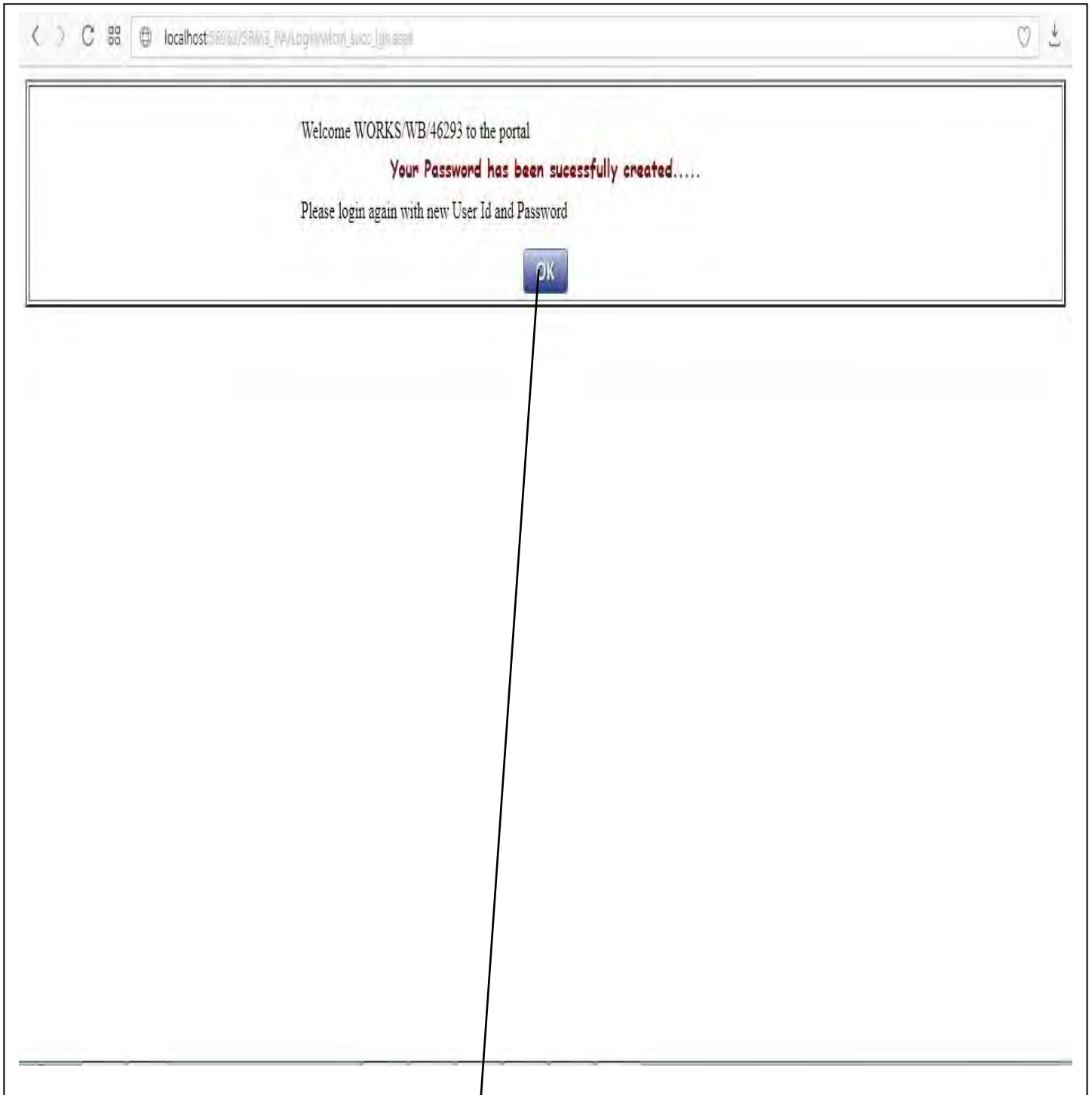
STEP-6



Enter New Password

Enter Password again for confirmation

Finally Click On Button



Finally Click on 'OK' Button

NOTE:-

- 1) After compilation of all this procedure it is advised to use G.P.F Account No. for 'User Id' and new 'Password' created by you for login next time.
- 2) Accordingly, all employees belonging to the cadre of Schedule 'A' English Stenographers, Schedule 'B' English Stenographers and Bengali Stenographers under Finance Department, Govt. of West Bengal is requested to provide correct and up-to-date information online against each and every item mentioned therein by accessing the 'SRIS' application.
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