

Government of West Bengal  
Labour Department  
(Exempted Category Cell)  
N.S. Buildings, Block-A, 12th Floor,  
1, K. S. Roy Road, Kolkata-700001

No. Labr/14/EC/Emp

Date : 21-01-2022

From : Assistant Secretary to the  
Government of West Bengal.

To : Assistant Secretary to the  
Government of West Bengal,  
.....(All) Department

Sub : Regarding mode of sending proposals/Files.

Sir,

It is seen that various Departments seek views of this Department regarding compassionate appointment by sending physical file. In the present situation dealing in physical file may be quite difficult and unsafe. Further, in the situation of work from home, dealing in e-office mode may be easier. Again, to track any file, and to avoid the chance of misplacement of any file, e-office is more fruitful. And whereas e-office system has been implemented since 2018,

So, from now and onward all the Departments under Govt. of WB are requested to send files, when necessary, through e-office.

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

Yours faithfully,

Assistant Secretary to the  
Government of West Bengal

No. Labr/14/1(3)/EC/Emp

Date : 21-01-2022

Copy forwarded for information and taking necessary action to:

1. P.S. to Hon'ble MOS of this Department
2. Sr. P.S/P.A. to the Principal Secretary of this Department.
3. Guard File.

Assistant Secretary to the  
Government of West Bengal