

West Bengal State Warehousing Corporation

(A Government Undertaking)

KHADYA BHAWAN, B-Block (4th Floor)

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Memo No: 3365/IT & Proj-15/e-Office/18-19/SWC

Date: 06.03.2019

NOTICE

This is to inform all concerned that as per approval of the Department of Food & Supplies, West Bengal State Warehousing Corporation is introducing e-Office.

As a preparation for the same one database containing information about the employees who deal files in different sections under the Corporation is required. In order to prepare the said database one prescribed format has already been shared via e-mail from Project Section to all other sections on 01.03.2019. All the Head of Sections are hereby requested to fill in the format and provide the same to the Project Section as per stipulated date.

The next important step would be to scan the existing files lying in various sections. In order to ensure maximum data accuracy and minimum data loss during scanning all the files should be checked before proceeding with the actual task of scanning. As decided, the newly appointed Clerk cum DEOs will assist the concerned Head of the Sections in this checking. In this regard all the Head of Sections are hereby requested to:

- 1) Issue files to the Clerk cum DEO allotted to him for this purpose.
- 2) While issuing files the running files should be given preference.
- 3) Part files (if any) should be issued together.
- 4) Half files (if any) should be incorporated in the main file before issue.
- 5) One representative of the section should be nominated by the Sectional Head to guide the assigned Clerk cum DEO in this work.
- 6) The Head of Sections should intervene as and when required.
- 7) It would be the responsibility of the sections to take final decision regarding paginations of NSPs, CPs, file number and file name.

Engineering Wing, WBSWC, will not come under this project at present. But in anticipation of inclusion in near future the Chief Engineer, WBSWC, is requested to initiate preparation regarding point number (7) from his end.

Sri Partha Saha, Asst. Director (Projects) (Mob: 9830623541) is nominated as the nodal officer of the Corporation in this regard. The Head of the sections may approach him in case of any confusion and/or clarifications.



Managing Director

Memo No: 3365/1(10)/IT & Proj-15/e-Office/18-19/SWC

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Copy forwarded for information and necessary action to:

- 1) The Secretary, WBSWC.
- 2) The Chief Engineer, WBSWC.
- 3) The Deputy Director (Food), WBSWC.
- 4) The Assistant Secretary, WBSWC.
- 5) The Manager (HR), WBSWC.
- 6) The Accounts Officer, WBSWC.
- 7) The Storage Officer, WBSWC.
- 8) The Assistant Director (Commercial), WBSWC.
- 9) The SSP, Projects Section ... with the direction to upload this notice in our website.
- 10) Office File.



Assistant Director (Projects)