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**Government of West Bengal**  
**Personnel and Administrative Reforms Department**

Administrative Reforms Cell  
State Secretariat, "NABANNA", 7<sup>th</sup> Floor (Room No.-710)  
325, Sarat Chatterjee Road, Howrah -711102

Date: 26/12/2025

No. 401(20)-PAR(AR)/O/2B-2/2018

From : Sri A. K. Pal,  
OSD & E.O. Special Secretary to the Govt. of West Bengal

- To : 1) The Director General, Netaji Subhas Administrative Training Institute (NSATI),  
Bidhannagar, Block-FC, Sector-III, Salt Lake, Kolkata-700 106.
- 2) Member Secretary, CEPM & Course Director, SNTCSSC,  
NSATI Campus, Block-FC, Sector-III, Salt Lake, Kolkata-700 106.
- 3) The Principal Resident Commissioner, West Bengal at New Delhi,  
State Emporia Building, A/2, Baba Kharak Singh Marg, New Delhi-110 001
- 4) The Secretary, State Vigilance Commission, West Bengal,  
Bikash Bhavan, Salt Lake, Kolkata-700 091
- 5) The Secretary, West Bengal Information Commission,  
Khadya Bhavan, 11, Mirza Galib Street, Kolkata-700 087
- 6) The Secretary-cum-Controller of Examinations,  
West Bengal Staff Selection Commission,  
Mayukh Bhavan, 3<sup>rd</sup> Floor, Salt Lake, Kolkata-700 091
- 7) The Inspector General of Police, Anti Corruption Branch,  
New Secretariat Building, 9<sup>th</sup> Floor, Kolkata-700 001
- 8) The Registrar, Office of the Lokayukta, West Bengal,  
Standard Building, Ground Floor, Kolkata-700 001
- 9) The OSD & E.O. Sr. Special Secretary / Spl. Commissioner / OSD & E.O.  
Addl. Secretary / OSD & E.O. Special Secretary,  
P & AR Department, IT Cell.

**Subject: SUBMISSION OF A WRITE-UP FOR "ECONOMIC REVIEW, 2025-26"**  
**FORTHE BUDGET SESSION 2026-27**

Sir/Madam,

I am directed to request you to kindly furnish information reg. key achievements of your Office/Cell during 2025-26 (upto 30<sup>th</sup> November, 2025) and Data on employment generation as per enclosed format for preparation of a Write-up for "Economic Review, 2025-26" for the Budget Session 2026-27. The information should be sent through e-mail to sspararwb@gmail.com **within 1<sup>st</sup> January, 2026**, in an editable soft copy in MS Word along with a hard Copy.

This may please be treated as urgent.

Encl : As stated.

Yours faithfully,

OSD & E.O. Special Secretary to the Govt. of West Bengal

48/00/2025/03829

PRABHAT KUMAR MISHRA, IAS

অতিরিক্ত মুখ্য সচিব

অর্থ দপ্তর ও

পরিকল্পনা ও পরিসংখ্যান দপ্তর

পশ্চিমবঙ্গ সরকার

Additional Chief Secretary

Finance Department &

Department of Planning & Statistics

Government of West Bengal



যুগ্ম প্রশাসনিক ভবন

এইচ.সি.-৭, সেক্টর-৩,

বিধাননগর, কলকাতা-৭০০১০৬

Joint Administrative Building

HC-7, Sector-III,

Bidhannagar, Kolkata - 700 106

☎ : 2321-1104, 2321-1252 (F)

Email : acs.devpl@nic.in, secypspm@gmail.com

No. 31(54)-ACS/DP/P/P/2S-88/2024

Dated, Kolkata, the 26<sup>th</sup> November, 2025.

To

The Additional Chief Secretary/ Principal Secretary/ Secretary

..... Department

Government of West Bengal

31/11/25

Subject: "Economic Review, 2025-26" for the Budget Session 2026-27

Madam/ Sir,

I would request you kindly to submit a brief write-up for preparation of the "Economic Review, 2025-26" for the Budget Session 2026-27, covering the following:

1. **Key achievements of the Department** during the financial year 2025-26, up to 30.11.2025 (Within one/two pages in MS Word in Times New Roman Font). The write-up may include 2-3 graphs that illustrate the progress or trends over the years for any special achievements.
2. **Data on employment generation** as per enclosed format in Annexure- A.

The facts and figures in the report should be as on 30.11.2025 and consistent with the data that will be provided by your Department for the Hon'ble Finance Minister's Budget Speech.

The outline/structure may be kept ready and the write-up may be sent after incorporating data as on 30.11.2025 to this department by 01.12.2025. Both hard and soft version of the write-up may be sent to this Department. However, the soft copy of write up may be sent to the email id: [secypspm@gmail.com](mailto:secypspm@gmail.com) and [erwb2526@gmail.com](mailto:erwb2526@gmail.com) latest by 01.12.2025.

Encl.: As stated

Yours sincerely,

(Prabhat Kumar Mishra, IAS)

## Annexure-A

Name of the Department: .....

### A. Data on employment generation:

Sl. No.	Type of employment	Number of employment generation			Total Employment Generation from 2011 to till date (30.11.2025)
		2023-24	2024-25	2025-26 (till 30.11.25)	
1.	Permanent				
2.	Temporary/ Contractual/Casual				
3.	Wage based				
4.	Others, if any				
Total					